

Plainfield Fest 2025
 Food Vendor Application
 June 27, 28, 29 2025



Company Name: _____

Fest Contact: _____

Email: _____

Phone: _____ Cell: _____

Address: _____

City, State, Zip: _____

Website: _____

** Please provide photos of your truck/trailer with your application.

Plainfield Fest Set Up Requirements

If you are a Tent and you NEED your trailer with you, please make note of that and the size of your trailer.

Standard allotment is 13' length x 13' width, maximum 25'. Any extra footage is \$50 per foot.

Circle which one applies and enter the dimensions, TRAILER, TENT, or FOOD TRUCK _____ width x _____ total length

The serving window is located at the: _____ Passenger _____ Driver _____ Rear

I require a water hook up: _____ Yes _____ No **Vendors must bring their own food grade hose to hook-up to water source. Please see guidelines.

FOOD VENDOR FEES

Draw Space Requirements & Dimensions

Standard Booth Fee		\$650
Extra Length or Width (Over 13')	\$50 (per ft)	\$
Electricity (First 2 - 20 amp cords)	\$50	\$
Electricity (3 - 20 amp cords or more)	\$75	\$
Electricity (30 amp or 50 amp 220V Service)	\$100	\$
Total Payment		\$

E-Mail or Mail your application to: info@plainfieldfest.org

Plainfield Riverfront Foundation • PO Box 358 • Plainfield, IL 60544

Applications will be reviewed, payment must be received within 10 days after notice of acceptance.

Applications are due on or before April 15, 2025



About your Food Vendor Booth

Festival Experience - List last 5 outdoor special event experiences:

Have you ever been revoked/discharged from a prior fest? No Yes, please explain why and which fest

List a maximum of **FOUR** main menu items you will serve and two alternates.

THIS MAXIMUM WILL BE STRICTLY ENFORCED. Main menu items will be limited, and the Fest Committee will not allow more than 2 vendors to serve the same main menu items. Examples of a main menu item is hamburger, hotdog, pizza, etc. If your item is already taken the Fest Committee will call you to select an alternate item.

1. _____
2. _____
3. _____
4. _____

1st Alternate: _____

2nd Alternate: _____

Side Dishes (examples are French fries, chips, etc.):

Space Requirements: You must adhere to the food truck space size and can not go beyond your space.

What type and size of vehicles will you be using to drop off your equipment? _____

How much time do you need to drive in and drop off your equipment? _____

How much time do you need to be fully set up and ready for inspection? _____

Will you be dropping a trailer as your concession booth? _____

Electrical Service

Electrical Service will be provided by the Village of Plainfield for \$50 for your first 2 - 20 amp cords, \$75 for 3 - 20amp or more cords, and \$100 for single 30 or 50 amp cords. No large coils of extension cords are allowed and cords must be approved by the Fest Electrician prior to use. This is a requirement by our Village and is a responsibility of the food vendor. **We will provide only the amount of power requested, so be sure to be specific.** All vendors need to have 12/3 with ground UL approved commercial grade cords. No more than 20 amps per cord. All cords must be covered with mats and you should bring at least 100 feet of cord. Vendors are responsible for their own equipment necessary to hook up to the distribution box. The vendor is responsible for not overloading the circuits and will be charged for additional cords if necessary. Fest electrician is the only person allowed to connect to power supply.

Type and number of appliances: _____

Please check which Electrical and amp services is applicable to your needs:

Electrical: 110V _____ 20 Amp standard / 30 amp Max: _____

Electrical 220V _____ 50 Amp Max: _____

Equipment Description	110V or 220 V	Quantity	Amps	# of Cords



RULES AND REGULATIONS

SET UP ON FRIDAY, JUNE 27, 2025

We appreciate that your time is very valuable, therefore additional efforts are being made to ensure all vendors have the appropriate amount of time for set-up.

The Fest Committee will assign specific time slots for arrival and set-up for each vendor. If you do not arrive and complete set-up during your assigned time you may be charged a \$50.00 late arrival fee.

Your specific check in time will be released to you by Friday, June 13, 2024. Check-in will begin on Friday, June 27 at 8:00 a.m.

No trailers are allowed on site before your scheduled check-in. No more than two vehicles are allowed at your booth site at any one time during the set-up time.

You MUST unload your vehicle immediately and then park it in the parking lot specified for Food Vendors.

All concessions must be set up and ready for the Will County Health Department inspections no later than noon on Friday, June 27, 2025, or the vendor will be asked to leave and will forfeit their application fee. Any vendor not meeting inspection will be required to leave and will forfeit their application fee.

Will County Health Dept - <https://willcountyhealth.org/temporary-food-drink-event-establishment-permitting/>

Insurance

Upon acceptance into the 2025 Plainfield Fest the vendor is required to carry proof of comprehensive public liability coverage. With minimum requirements of \$1,000,000 for bodily injury, death and products liability to one or more persons in one accident or event. \$50,000 for any product damage resulting from any one accident or event.

Insurance policy must also state that it cannot be altered, canceled or subject to reduction in coverage prior to 30 days after written notice of above has been provided to the Plainfield Riverfront Foundation.

Once selected to participate in our event, you must name the Plainfield Riverfront Foundation, Village of Plainfield and the Plainfield Park District as additional insured and provide proof of such coverage.

Waste Removal / Disposal

The Village of Plainfield will provide adequate cans/dumpsters for bulk trash disposal. **Vendors using a tent must have black felt paper that shields the pavement from permanent damage. The black felt paper must cover the entire rented space. Any truck or trailer will also provide the same protection for any exterior cooking.** Vendors will be responsible for proper disposal of grease and gray water. Vendors who are found disposing inappropriately on the ground, storm sewer or unapproved containers will be fined by the Village of Plainfield a minimum of \$500.00. Vendors will be responsible for all clean-up of waste at the conclusion of the event. The Plainfield Riverfront Foundation has the right to revoke future participation if your designated area is left in an unacceptable manner.

Water and Ice

The Village of Plainfield Department of Public Works will be providing a shared water service for use. Vendors must provide their own 100 foot food grade Health Department approved hoses and containers. Vendors are responsible to bring their own ice, please plan accordingly especially during above normal temperatures. The Plainfield Riverfront Foundation will have **limited** bags available for purchase (\$10.00 for a 20# bag) if needed. The Plainfield Riverfront Foundation will not be responsible if vendors run out of ice.



Other Vendor Responsibilities

Food vendors are limited to selling their stated menu within their designated truck/booth area only. Please also take into economic consideration for the consumer when pricing your menu items. You will not be allowed to charge any other fee that’s not stated clearly on your menu listing.

Menu selection by the Committee will occur prior to approval.

Solicitation is prohibited.

Food vendors are responsible for all their own set up and maintenance.

All tent booths will provide pavement protection in the form of black felt paper covering the entire rented space.

Any truck or trailer will all provide the same protection for any exterior cooking.

Truck/Booth space must be free of clutter and waste at all times. All trailers, tents & trucks are expected to be presentable, clean and identifiable. Provocative images or language will be prohibited on any signage and/or presentation. All signs must be legible and prices clearly stated. Use of cardboard or duct tape is an example of an unacceptable presentation. The vendor will be responsible for any cost associated with any damage to Village property. Entrance into food court might be tight, so please plan accordingly ahead of time.

Food trucks will need to notify us if they will need to leave the property in accordance with Health Department standards.

The Plainfield Police Department provides the Fest with overnight patrol of all Fest grounds including the food court. Please make sure all your items are secure when closing up for the night. The Plainfield Riverfront Foundation is not responsible for damage or theft to vendor property.

The Plainfield Riverfront Foundation is the sole provider of any and all alcoholic beverages. Consumption of these beverages are **prohibited** inside the vendor booths and on Fest grounds, outside of the designated beer tent area. Violators will be prosecuted.

The Plainfield Riverfront Foundation and the Village of Plainfield have the right to revoke any vendor from participation in the Fest and any subsequent Plainfield Fests if these set guidelines are not adhered to, with forfeit of fee.

If you have any questions or concerns regarding these guidelines, please contact Plainfield Riverfront Foundation, at info@plainfieldfest.org

We look forward to a successful Plainfield Fest and we hope you will join us in making that possible.

MINIMUM Required Vendor Hours of Operation:

Friday, June 27, 2025	5:00 pm to 12:00am
Saturday, June 28, 2025	1:00 pm to 12:00am
Sunday, June 29, 2025	1:00 pm to 6:00 pm

I hereby certify that I have read, understand and will abide by the rules, regulations, and guidelines set forth on the application and on the separate guidelines form. I understand that completing and submitting this form does not constitute authorization to operate a food concession at Plainfield Fest.

Agreed and Acknowledged this _____ day of _____, 2025

Signature: _____

Print Name: _____

Name of Business: _____