

## Food Vendor Rules and Regulations

*Please read all information, fill out online forms completely, and upload or email any necessary documents.*

*Make sure all forms are signed. Any incomplete forms will be returned without being processed.*

1. Food vendors can only be on site for the days determined by Program Supervisor. Vendor set-up is scheduled for:  
Friday 12/2 setup begins at 1:00pm and vendors must be completely setup by 4:00pm.  
Saturday 12/3 setup begins at 1:00pm and vendors must be completely setup by 4:00pm.  
Health Department inspection will take place on both days of the event. Vendors must be entirely setup, manned and ready for Health Department inspection no later than 4:00pm. If vendor is participating in both event days, they only need to be inspected on Friday 12/2.
2. All vendor areas must be dismantled at the end of each night. Food trucks may be left overnight from Friday to Saturday, but no overnight security is available. Vendors are responsible for keeping their immediate area clean at all times.
3. The Will County Health Department will be provided with a list of all food vendors. Vendors are responsible for Health Department fees. Please send the Health Department forms and fees directly to the Will County Health Department. Do not send Health Department forms to the Romeoville Recreation Department as they will be returned to you. **These applications must be turned in to the Health Department no later than Friday, November 11, 2022 by 10:00 am.** Please call the Will County Health Department at (630) 679-7030 with any questions regarding the information in this paragraph.
4. You must include with your application a Certificate of Insurance, naming the Village of Romeoville as additionally insured. Please include the set-up date, event date, tear-down date and address (1050 W. Romeo Rd., Romeoville, IL 60446) on the certificate of insurance (see page 2).
5. Menu pricing must be finalized by Recreation Department staff. Please provide a final list of menu items that you intend to sell and pricing on the online application.
6. No changes may occur without permission from the Romeoville Recreation Department in either your prices or what you intend to sell once you have submitted your application. Furthermore, no prices or menu items may be changed or added once the event has started.
7. Vendor space will be assigned by the Romeoville Recreation Department based on set-up needs and space requirements, and days on site.
8. Please make sure your entire application (including completed menu, fees, and insurance) is completed prior to submitting your application. Your application will not be accepted without all of the necessary information.
9. All vendors are responsible for their own electricity and water needs.
10. There is no overnight security at the event. The Romeoville Recreation Department and any other agencies and/or departments are not responsible for any equipment and items that may be lost, stolen, or damaged. This includes weather related incidents.
11. No changes may occur without permission from the Romeoville Recreation Department in either your vendor spacing or electrical requirements once your application has been accepted.
12. Alcoholic beverages will be sold only by approved vendors.
13. The Romeoville Recreation Department reserves the right to add or delete vendor rules as necessary.

## Certificate of Insurance Information

A Certificate of General Liability Insurance is required for consideration of your event application by the Village of Romeoville. The Certificate of Insurance shall provide a waiver of subrogation and thirty (30) day cancellation notification. The Village of Romeoville shall be specifically named as a primary non-contributory additional insured on any of the following policies of liability insurance.

The Certificate of Insurance must include the following minimum limits of coverage for all activities associated with your applied-for event.

- \$1,000,000.00 coverage per occurrence
- \$2,000,000.00 general aggregate coverage

If your organization is a for-profit business entity, then the Certificate of Insurance shall also include the following coverages:

- Motor vehicle liability insurance with limits of not less than \$1,000,000.00 per accident. Such insurance shall cover liability arising out of your organization's use of a motor vehicle including owned, hired, and non-owned motor vehicles.
- Statutory workers' compensation and employer's liability coverage with limits of \$1,000,000.00 shall be required for all employees of your organization who will be engaged in the event, including special coverage extensions where applicable.