

SPRING FEST Concessions - Application Form

FOOD STANDS - CONCESSION TRAILERS - FOOD TRUCKS ARE INVITED TO APPLY

Vendor's Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone (_____) _____ check one: Day Evening

E-Mail Address: _____

Please select fee option

- Flat \$300.00
- Ten Percent (10%) of sales

- Spring Fest wants to provide each participating vender an opportunity to have a fun and profitable weekend. With only a limited number of booth spaces available, it is the festival's intent to have booths focus on a specific cuisine or specialty, so that each of the approved food vendors will have a select and unique menu. There may be occasional over-lap on support items. Please list in detail the menu items you plan to sell. Please DO NOT write "same as previous year" if you are a past participant. Feel free to attach information to this sheet, but remember festival organizers may request a limit to menu offerings.

- **Please indicate the type of service your concession business requires:**

- Water hookup
- 20 AMP - 110 Volt
- 50 AMP - 125/250 Volt *(Please know Spring Fest can only accommodate eight (6) vendors who require 220 service.)*

If your unit requires 220 service, please understand Spring Fest has a limited number of 220 receptacles (female end). Failure to provide accurate information could result in a delay in connecting your food concession unit during set-up.



Example A _____
NEMA 14-50R
(Only eight available)

- Please attach a diagram of your food concession tent/trailer set-up. The diagram should indicate the size of unit and location in which serving will take place. This information is critical in assisting festival organizers with the placement of your unit at the festival site.

- Return:
- completed application - send to EIU
 - concession trailer diagram - send to EIU
 - insurance verification - send to EIU
 - entry fee – if selected
 - CCHD Temporary Food Permit – **send to Coles County Health Department**

By signing below you and your agents agree to the conditions listed on this application and agree to abide by its requirements.

Vendor's Signature

Date

SPRING FEST FOOD CONCESSIONS - Terms & Conditions and FAQs

- Foods of international or unusual character will receive the highest consideration by the Planning Committee.
- A flat \$300.00 fee is due upon arrival at the festival or ten-percent (10%) of gross sales is payable to EIU at the conclusion of the festival.
- **Application deadline is Friday, April 11, 2025.** Applications not post-marked by this date will not be considered.
- Notifications of approval or rejection will be sent out via mail or email as they come in and no later than the week of April 14, 2025.
- Applicants must include insurance verification when submitting an application.
- **Mail Application, Insurance Verification, and Entry Fee to:** Spring Fest, DFAC 2224, 600 Lincoln Ave., Charleston, IL 61920.
- Applicants must comply with Coles County Health Department regulations and complete a Temporary Food Permit Application prior to the festival. Vendors are subject to a Health Department inspection during the festival.
- **Mail the Temporary Food Permit Application to:** Coles County Health Department located at 825 18th Street, Charleston, IL 61920.
- The Health Department requires all propane tanks must be secured to the booth. No free-standing propane tanks.
- Electric power is restricted to appliances for maintaining serving temperature as required by the Health Department. It is the applicant's responsibility to contact Dennis Malak to discuss electrical power needs. Requests must be made two weeks prior to the festival. **Electrical requests made at the festival CANNOT be accommodated.**
- **SET-UP DAY, Wednesday, April 23 at 5:00 p.m.** and NOT before. **Please DO NOT show up early - this contributes to congestion as EIU employees are leaving campus. NO EXCEPTIONS.** If you arrive in town early you will need to wait at a location away from campus. Idle-parking is not permitted on South 9th Street and you will be ticketed. Food vendors are not placed on a first-come, first-arrival basis. **Food vendors are assigned to a specific location determined by the festival organizers.**

Frequently asked Questions:

When is the Festival?

Thursday, April 24 through Saturday, April 26, 2025

When is the application deadline?

Friday, April 11, 2025

Where does the festival take place?

Inside and around the Doudna Fine Arts Center at EIU.
Food vendors will be lined up along Doudna Circle just south of the main entrance.

What are the hours of the booth?

Thursday: Noon to 6:00 p.m.
Friday: 10:00a.m. to 6:00 p.m.
Saturday: 10:00 a.m. to 6:00 p.m.

How much is the booth fee?

Either a flat \$300.00 or
NO FEE only (10%) of gross sales.

What does the fee provide?

Location, limited electricity, water,
trash service, and advertising.

When can food concessions set-up?

Set-up will be Wednesday, April 23, 2025, at 5 p.m.

How many food vendors participate?

There is space for 6-8 primary food vendors.

Where do I send my application?

1.) Mail this application form, concession trailer diagram, along with insurance verification to:

**Spring Fest
DFAC 2224
600 Lincoln Avenue
Charleston, IL 61920**

2.) Mail CCHD Temporary Food Permit Application to:

**Coles County Health Department
Attn: Environmental Health/Food Permit
825 18th Street
Charleston, IL 61920**

What if I am not approved?

You will be notified no later than April 18, 2025.

Further questions may be directed to:

Dennis Malak, Spring Fest Committee Chair
Phone: (217) 581-8513
Email: dfmalak2@eiu.edu