



Whiting-Robertsedale Chamber of Commerce
1417 119th Street
Whiting, IN 46394

February 20, 2024

Dear Food Vendor:

Once again, you no longer have to buy pop or water from us! Buy water and pop where you want and what you want. Plus, no donation to the sponsor lunch, and you get one (1) basic electrical service (either 2-110v circuits or 1-220v circuit) included with your booth fee. We know, but you can thank us later in person (or with flowers, chocolate, cash, etc.), as we celebrate 30 years of fun.

So, if you have forgotten, every Pierogi Fest, Downtown Whiting is converged upon by more than 325,000 of our closest, and hungry friends. As a returnee, you know that this wild and wacky event draws visitors from throughout Northwest Indiana, the Chicago metropolitan area, and the United States; an event that has won all kinds of accolades, including:

- Readers Digest: One of America's 50 best festivals
- MSN Eat This not That- One of the 50 best food festivals in the US
- TripAdvisor- One of the 10 wackiest festivals on the planet
- One of the 25 best food festivals in North America by Saveur Magazine
- Pierogi Fest was the subject of a front-page article in the Wall Street Journal in 2015,
- Named by Oprah Winfrey for five years straight as one of her favorite things to do;
- Named for 20 consecutive years as the Times of Northwest Indiana's Best Festival;
- Indy's Child: One of 8 Festivals Worth the Drive!
- A Blue-Ribbon Festival of Summer in 2013 by Yahoo.com;
- The Heritage Award from the Polish National Congress, Featured on The Food Channel, Travel Channel, Pawn Stars Chicago, Wild Chicago, Access Indiana, CNN, CBS Worldwide, and television stations in Germany, Slovakia, Poland, China, and Australia,
- Featured on the nationally syndicated television shows: Wild Travels, and Small Town, Big Deal
- The most popular festival amongst extra-terrestrials.

As we have done in years past, we are working to continue to make this festival a success.

We look forward to you participating in this year's festival. To secure your spot, we must receive your fully executed application by no later than April 15th with payment by June 15, 2024. Should you have questions about your application or the festival, please feel free to contact me or the staff of the Chamber of Commerce at 219-659-0292.

Sincerely,

Tom Dabertin
Chairman, Pierogi Fest

Return this entire document with your payment- Retain a separate copy for your records



The Whiting Robertsdale Chamber of Commerce
Proudly Presents the Award-Winning:

Pierogi Fest[®] 2024

Our 30th Year!

FOOD VENDOR APPLICATION

Please Read Entire Application! (Partial reading is a contributing cause of confusion)

Dates and Times

Friday	July 26	11 a.m. to 10:30 p.m.
Saturday	July 27	11 a.m. to 10:30 p.m.
Sunday	July 28	11 a.m. to 5 p.m.

FEES

Basic Food Vendor Fee (provides 1- 10' x 20' space) **\$2,250**. The application must be returned by May 1, 2024 and the fee must be paid in full beginning May 15, 2024 and no later than June 15, 2024. Without full payment by aforementioned date, you may lose your ability to participate. Applications for all vendors, including returning vendors must be approved; submitting an application does not automatically approve a vendor. Generally, food vendors may have only one (1) location at which to sell the same food items unless otherwise approved). Exceptions to this policy may be made by the Food Vendor Committee on a case-by-case basis. This policy does not preclude food vendors from leasing more than one space in order to have a larger booth space, and it does not apply to vendors who operate more than one booth, each featuring different menus.

Optional Tent Rental Fee- \$250.00 If you have your own tent or booth, this fee is not necessary. However, if you need a tent from the festival, you must select that choice on page 6. Note: Our tents do not come with sides.

Electric Fees (No generators allowed without permission) **No fee for basic service; either two 110 v service or one 220 v service.**

Cost for Additional Service

- \$100.00 per service line (110v service: 20 amps)
- \$150.00 per service line (220v service: 30 amps)

Electrical Requirements - Read Carefully

These standards have been developed to ensure vendor and the general public's safety, and to reduce the potential for a power outage.

- **You must list each, every and all appliances and electrical equipment on your application. No appliance additions of any kind will be allowed without paying for additional service lines.** Please include: all appliances (including: refrigerators, mixers, blenders, warming plates, deep fryers, crock pots, warming trays, heating devices, dispensing machines, etc.), lights, fans, radios, lighted decorations, or any other item that must be plugged in. Your list must include the number of each of the aforementioned items in this application. **By listing your electrical appliance, we can avoid some of the problems that we have had in the past with hookups and blown breakers. You will not be allowed to add additional items, so please provide a full and complete inventory of electrical equipment.**
- Vendors are provided one of two types of electrical service: 110 or 220-volt service. Most appliances run on 110 volts; 220 is a heavy appliance, usually with an odd-looking plug. **220 service is not interchangeable with 110 service.**
- All festival owned cords are numbered, and a record will be made of any cord issued to a vendor. The cord(s) must be returned at the conclusion of Pierogi Fest. Failure to return the cord(s) shall result in a \$150.00 fee (per cord) that the vendor must pay.
- Festival outlets provide 20 amperes (amps) for 110 outlets and 30 amps for 220 outlets. The total electricity that you will use cannot exceed those limits. To determine the total electrical load that you need, you should check each appliance and add up the total ampere rating for each appliance. If the total exceeds 20 amps for 110 or 30 amps for 220, you will need to purchase in advance, more than one electrical service. Please note that if you exceed the amount of electrical service that you purchased, the festival will be not be able to provide you with additional electrical service during the festival.
- 110 Volt Service- You must have a 3 conductor 12 gauge outdoor rated extension cord not less than 50 feet long to run from the outlet to your booth. The cord must be free of any repairs.
- 220 Volt Service- You must have a 3 conductor, 10 gauge outdoor extension cord not less than 50 feet long from your outlet to your booth. The cord must be free of any repairs.
- All extension cords within the booth must be 14 gauge or better, not longer than 10 ft., and rated for outdoor use. No 2 prong extension cords, or cords designed for indoor use, will be permitted.
- No more than one plug strip may be used per outlet. You may not connect multiple plug strips, splitters or other separating devices to an outlet.
- The Festival Committee reserves the right to disconnect any cord, item or appliance that it feels is unsafe or may pose a danger to participants/attendees.
- All electrical connections and lighting must be rated for outdoor service and wrapped with **electrical tape** (no plastic bags, masking or scotch tape). The festival has no responsibility for any unwrapped connection or connection.
- Electrical service will be made available during setup day. It is not however necessarily available upon arrival- please be patient!

I have read the above electrical information and agree to comply with these guidelines:

(sign here)

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WATER

Although potable water is available, continuous water connections are limited! The City of Whiting does provide a few long-standing vendors with the ability to connect to three water hydrants along 119th Street as well as a connection from Whiting Middle School. Any vendor connecting to water must adhere to the following requirements:

- Water is only available in certain locations, primarily on the south side of 119th Street- **You must indicate and be granted a water connection on your application.** Due to the limitations on water, we cannot guarantee water access/hookup.
- The hose must be clean and free and clear of any patches, splices or leaks. If the hose fails to meet these standards, or in the opinion of the Festival staff it poses a danger to the health or safety of festival goers, the hose will be disconnected and must be replaced with a suitable hose.
- Hoses must be run along the curb-line and not on the sidewalk so as not to cause a tripping hazard. Hose ends (where the water discharges from) and couplings must be kept away from all electrical outlets, plug strips and appliances.

IF YOU NEED **CONTINUOUS RUNNING WATER**, YOU MUST CHECK THIS BOX:

I have read the aforementioned water information _____ (sign here)

COUNTY PERMIT & INSURANCE

- Each vendor will be responsible for purchasing a food vendor permit from the Lake County Health Department in Crown Point, IN allowing you to sell food at Pierogi Fest. A copy of this permit is enclosed with this application. **It must be completed and returned to the Lake County Health Department. DO NOT return the health permit application to the Chamber of Commerce. A copy of your valid food permit must be provided to the Chamber of Commerce by no later than July 1, 2024.**
- Each Vendor is **required to provide The Chamber** with an original **Certificate of Insurance for Comprehensive General Liability with a minimum of \$1,000,000 coverage.** The Whiting-Robertsdale Chamber of Commerce and the City of Whiting must be listed as additional insured, and the policy must be in force during the dates of the festival.
- **IT IS YOUR RESPONSIBILITY TO SEND US YOUR INSURANCE WITH YOUR APPLICATION.** If we don't receive your insurance by the deadline you will not be accepted into the fest.
- Each vendor is required to have an ABC-type, currently tagged, fire-extinguisher on hand in case of emergency.
- **You MUST provide us with a cell phone number and/or a number to your hotel or wherever you're staying during the fest. We must have a way to contact you in the event of an emergency.**

I have read the above health permit and insurance requirements _____ (sign here)

BOOTH INFORMATION

- The Whiting-Robertsdale Chamber of Commerce will assign all spaces and reserves the right to change your location if necessary. All spaces are approximately 10' x 20' with 10' x 10' of that space as your basic selling area. Although we always try and accommodate vendors with marginal additional space needs, if you need more than a 10' x 20' space, you will be charged for the additional space. You cannot use other adjacent space or the sidewalk for storage. Vendors **may not change their location in any way without permission of the Festival Committee.** Failure to follow this procedure may result in your removal from the festival without a refund.

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- **Any vendor not renting a tent from the festival must provide a photo of the booth/vehicle with the application for approval.**
- **No tent or booth may be staked to the pavement; instead you must use weights or water jugs to hold your booth in place.**
- **Periodically, last minute reassignment of booth locations may be necessary. You must accept all reassignment, regardless of past locations, or prior assignment.**
- **You MUST set-up on Thursday, July 25th after 11 AM and BEFORE 7 PM- NO EXCEPTIONS! Electricians are not available after 7 PM. Under no circumstances can you set up on July 26th.**
- You must make hand sanitizer available to all customers
- Participants are responsible for the cleanliness of their own areas and MUST knock down boxes for trash pick-up, and keep their booth clean and free of litter.
- Propane tanks must be secured by chain or bungee cord to a stationary object and placed in a container such as a milk crate to create stability.
- The Whiting-Robertsdale Chamber of Commerce and the City of Whiting will not be responsible for any loss of any kind.
- Food vendor applications are accepted on a first come first serve basis WITH PAYMENT.
- We reserve the right to refuse any application.
- NO RAIN DATES/NO REFUNDS will be given after acceptance of an application.
- In accordance with State Fire Marshall regulations, tents and canopies used for cooking with any flame-type device must be flame resistant. Proof of flame resistance must be provided.
- As a food vendor, you are limited to sell only those food items noted on your application. Under no circumstances may you sell additional items from your food booth.
- **Vendors must provide for the disposal of all waste grease and oil.** The City of Whiting will not pick-up or handle the disposal of this material. Any vendor caught pouring this material down city drains will be asked to leave and will forfeit the right to return to any future events in the City of Whiting and will be charged the full cost of any clean up or damage. Felt paper will be provided for placement under each booth, and may not be removed or altered without permission of festival staff.
- **Vendors may not leave large discarded appliances after the festival;** you must haul such appliances away.
- Food items are to be sold at your booth only. You may not sell or give out samples at any other location other than at your booth.
- Please tie down and secure all awnings, tents and signage each evening in the event of inclement weather.
- All vendors must remove their vehicles from 119th Street **at least one hour before** the festival opening each day, and be ready to open their booth by the start time of the festival daily.
- All food booths must be ready to open at the beginning of each day, and stay open during the entire duration of each festival day.
- All booths must be broken down and completely removed from the street by no later than 8 PM on July 28th.
- As a courtesy, all sworn police officers (not security guards) working the festival should not be charged for their reasonable food requests (for the officer only).

ATTIRE

- All booth personnel must be attired in matching shirts, either representing the booth/business or the festival. If you need to buy shirts, please contact the Junkyard Shirt Shop at 219-473-1501 or Region Signs at 219-473-1616.

PARKING

- **TWO PARKING PASSES (off-site) WILL BE PROVIDED TO EACH VENDOR.** Parking is limited so we cannot accommodate everyone that is coming with you. You will get two passes and your spaces will be **ASSIGNED!** You will **PICK UP YOUR PASSES AT THE CHAMBER** when you arrive at the Fest for setup- we need your license plate numbers for the passes to be issued. If you lose your passes, we **WILL NOT** be

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able to give you any replacements. Parking on residential streets for the duration of the festival is a great way to get a citation and not be invited back. Thank you for your cooperation.

SIGNAGE/PRICING

- All vendors must list the prices for all items being sold. Such signage should be clearly visible and legible and pre-printed; no changeable signage. A copy of the menu and pricing must be provided prior to the festival to the Chamber of Commerce. Pricing may not be changed once the festival begins for any reason. A violation of this or any other rule can result in your removal from the festival.
- If a sign is provided by the Festival Committee to vendors, the sign must be prominently displayed. Please do not tape, glue, alter or affix other signs to the festival supplied sign.

TRADEMARK PROTECTION

“Pierogi Fest”, “Mr. Pierogi”, and the “Dancing Pierogi drawing” are registered trademarks of the Whiting-Robertsdale Chamber of Commerce. You are hereby granted the right to use the term “Pierogi Fest” in your advertising, and promotion of your booth at Pierogi Fest 2024, providing that you place a Circle R- ® after the term in all print or social media. You may not use the term Pierogi Fest in any other promotion or presentation without first obtaining written authorization from the Whiting-Robertsdale Chamber of Commerce.

I have read the attire, parking, signage/pricing and trademark requirements _____ (sign here).

CANCELLATION

The Whiting-Robertsdale Chamber of Commerce cannot guarantee that the festival will not be canceled by government authorities. However, if the event is canceled prior to set up (July 25), all participants will be given a full refund.

I acknowledge the conditions regarding Cancellation _____ (sign here).

**ANY VIOLATION OF THE RULES AND REGULATIONS WILL RESULT IN IMMEDIATE
REMOVAL OF THE VENDOR WITH ALL FEES FORFEITED!!**

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Name: _____ Business Name: _____

Address: _____ City _____ State _____ Zip _____

Phone No. _____ CELL PHONE: _____

We Must Be Able to Reach You By Phone During the Festival in the Event of an Emergency!

Email: _____

LIST ALL Foods & Drinks to be sold (You must list all items for sale; attach additional sheets if needed):

TENT RENTAL \$250 CHECK THE APPROPRIATE BOX(ES)

I need a tent: _____ I do not need a tent, as I will be using the following:

My own tent _____ A trailer _____ A food truck _____

Please complete this following:

I need _____ (how many) 220 lines and _____ amps.

I need _____ (how many) 110 lines and _____ amps.

I will be plugging in: check all that are applicable and indicate HOW MANY:

____ Lamps ____ Frying Pans ____ Deep Fryers ____ Freezers ____ Refrigerators
____ Warmers ____ Microwaves ____ Mixers ____ Blenders ____ Dispensers ____ Grills
____ Crockpots ____ Fans ____ Decorations ____ Radios ____ Heaters

Other (be specific): _____

Total Amount Enclosed: _____

I hereby acknowledge that I have fully read this application and the rules it contains. As a vendor, I agree to abide by each and every rule, regulation, policy and procedure set forth in this application, including as it pertains to trademark protection, and all directions issued by the festival staff. I understand that any violation of the aforementioned rules, regulations, policies, procedures and directions issued by staff may result in my removal from the festival and a forfeiture of all paid fees. Further, I release the Whiting-Robertsdale Chamber of Commerce, the City of Whiting, IN, festival organizers and volunteers for any responsibility for injury, loss, theft or damage to myself or my property.

Signature: _____ Date: _____