

WEST FORK ENCAMPMENT

Food Vendor Information

The 6th Annual ***West Fork Encampment*** is returning to beautiful Lake Lou Yaeger in Litchfield, Illinois.

ABOUT THE EVENT: The West Fork Encampment is a historical rendezvous that is open to the public. During the West Fork Encampment, rendezvous participants dress in historically accurate clothing and camp in historically accurate accommodations. They interpret military and colonial life between the years of 1750-1820 to visitors.

DATE & TIME: Saturday, October 7: 10 AM-4PM & Sunday, October 8, 2017: 10 AM-3:30PM (Food vendors must be present for the duration of the event. This is a rain or shine event.)

LOCATION: Picnic Area #4 – Lake Lou Yaeger (For GPS, use 4 Marina Lane-Litchfield, IL)

Menu Selection: One food vendor (with a minimum of 2-3 meal options) and one snack vendor are accepted into this event. Food vendor applications and exclusivity of food products are awarded in the order in which the applications are received. Each food vendor is offered exclusivity.

Facilities: Vendors need to provide all their own equipment and adequate protection from inclement weather and the sun (for example: tables, tent, grills, etc.). Electricity will be available.

Taxes/Insurance: Each vendor is responsible for the collection and payment of any state, local and federal taxes. In addition, a \$1,000,000 certificate of general liability insurance naming the City of Litchfield as additional insured must be sent along with this application.

Care of Space: Vendor shall maintain allocated space in a neat, safe and orderly condition during the event. City will provide trash containers, but Vendor must remove garbage and trash from allocated vending space on a regular basis during the encampment. Vendor shall be responsible for set-up and removal of their own equipment, inventory and other property. Vendors can set up on Friday, October 6 or Saturday, October 7 prior to 10 AM.

Health Certification: Food vendors must submit a copy of the health certificate from the Montgomery County Health Department to the Litchfield Tourism Office one week prior to the event. The certificate must also be on display on the day of the event. The health certificate must be obtained at least one week prior to the event (217)532-2001.

Fees: One time, nonrefundable, fee of \$25.

Contact: For questions or concerns please contact Sarah Waggoner, Tourism Coordinator, at 217-324-8147 or tourism@cityoflitchfieldil.com.

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Food Vendor Application

PLEASE PRINT

Company/Group Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Please list menu items, placing them in order of choice. Items are exclusive. Please include beverages in this list.

Menu Item	Price

By signing and submitting this application, I acknowledge that I understand the menu selection procedures and agree to sell only the items for which I receive confirmation. I understand that the City of Litchfield, the Tourism Office, and all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the Festival. I understand that there are no refunds due to inclement weather or other circumstances.

Signature

Date

Please sign and mail application and certificate of insurance to City of Litchfield Tourism to:
City of Litchfield Tourism | 120 E Ryder St. | Litchfield IL 62056

Application deadline is September 8, 2017

Food vendors must display a health certificate from the Montgomery County Health Department. The health certificate must be obtained at least one week prior to the event. 217-532-2001