

# Sycamore Pumpkin Festival Inc.

P. O. Box 262- Sycamore, Illinois 60178  
www.sycamorepumpkinfestival.com



## Sycamore Pumpkin Festival Vendor Packet

The Sycamore Pumpkin Festival is a great way to raise funds for your organization and to obtain new members. Vendor participation is limited to DeKalb County non-profit organizations with a **Not-for-Profit tax ID number**. The dates for this year's festival are October 26-30, 2022. This year's theme is "Wish Upon A Pumpkin" so decorate your booth for a chance at a prize!

### Step 1: Application and Registration Information and Forms

Complete, review and submit the required forms that pertain to your group.

### Step 2: Cost of Participating

1. Are you a vendor?	<input type="checkbox"/>	Yes (\$25)	<input type="checkbox"/>	No
2. Extra 10' space in food court?	<input type="checkbox"/>	Yes -How much? ____ (\$25 extra per 10')	<input type="checkbox"/>	No
3. More than one booth location?	<input type="checkbox"/>	Yes- How many? ____ (\$2 per extra location)	<input type="checkbox"/>	No
4. Using Pumpkin Fest logo/trademark?*	<input type="checkbox"/>	Yes (\$1)	<input type="checkbox"/>	No
5. Having a raffle?***	<input type="checkbox"/>	Yes (\$1)	<input type="checkbox"/>	No
6. Serving food?****	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>-\$27.50 per booth -one day</b>				
<b>-\$57.50 per booth -unlimited festival days</b>				

### **Example of sample applicant costs:**

<b>\$25.00</b>	- Vendor
<b>\$75.00</b>	- 3 of the 10' spots x \$25 each for a total of 40' of space (10' included with initial vendor fee)
<b>\$6.00</b>	- 3 booth locations x \$2 sub-site fee each
<b>\$1.00</b>	- Using the logo on merchandise and going to get it approved at upcoming September meeting
<b>\$115.00</b>	- 2 booth locations with unlimited festival day passes x \$57.50 each _____
<b>\$279.50</b>	-Total Cost

### **\$ \_\_\_\_\_ OVERALL TOTAL TO BE PAID**

Make check payable to Sycamore Pumpkin Festival Committee

\* Trademark use approval must be obtained at or before the September Committee meeting

\*\* Raffle Permit must be obtained by the city and county and included with application or at a minimum, prior to festival

\*\*\* Serving food fee covers health department costs

### Step 3: Certificate of Insurance

A copy of the Certificate of Insurance issued to your group naming "Sycamore Pumpkin Festival Committee" as certificate holder is required. A PERMIT WILL NOT BE ISSUED WITHOUT THIS VALID INSURANCE CERTIFICATE.

### Step 4: Mail all required papers by SEPTEMBER 1, 2022 to:

Sycamore Pumpkin Festival Committee  
Vendor Permit Chair  
P.O. Box 262  
Sycamore, IL 60178

Organization Name : \_\_\_\_\_

Non-for-profit Tax ID #: \_\_\_\_\_

Group Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Do you need assistance in finding a location for your booth? Yes No (circle one)

Street location of Primary booth: \_\_\_\_\_

Store Name & Owner Name: \_\_\_\_\_  
(person's name granting permission)

Food Court Area: North South (circle one) Width of Space requested: \_\_\_\_\_  
(Depth limited to 0' maximum)

Days/Hours of Operation: \_\_\_\_\_

Date and time of set-up: \_\_\_\_\_

Describe **ALL items** to be sold or activities conducted (Remember, it is easier to remove an item than to add at a later time.)

\_\_\_\_\_  
\_\_\_\_\_

Will your group have more than one location? Yes No (circle one)

**If yes**, please list additional locations and activities of each subsite below and include the additional \$2.00 fee per site.

**Subsite 1**

Street Location: \_\_\_\_\_

Store Name/Store Owner: \_\_\_\_\_

Dates of operation: \_\_\_\_\_ Hours: \_\_\_\_\_

Describe all items to be sold or activities conducted:

\_\_\_\_\_

**Subsite 2**

Street Location: \_\_\_\_\_

Store Name/Store Owner: \_\_\_\_\_

Dates of operation: \_\_\_\_\_ Hours: \_\_\_\_\_

Describe all items to be sold or activities conducted:

\_\_\_\_\_

### Donation Agreement:

In order to maintain a quality fest, the application includes a signed agreement to contribute an honest 10% of your net profits generated during the Pumpkin Fest to the Pumpkin Festival Committee for the services mentioned above. A form will be provided for your organization when you pick up your permit. This form is due along with the 10% donation by December 1, 2022.

### Logo Agreement:

In order to protect the integrity of the Sycamore Pumpkin Festival, the Committee has trademarked several phrases and copyrighted the logo of the fest (a pumpkin on a Sycamore leaf). If your organization desires to sell any items with the trademarked phrases or the logo on them, the licensing agreement must be signed and adhered to. There is a nominal fee of \$1 required for such use. **You are required to contact the permit chair as well as present your item(s) to the PFC no later than the September PF Board meeting.**

### Booth:

Each booth is required to display the PFC permit and the name of the not-for-profit organization. Booths must be appropriately sized for their location and be secured and built sturdy enough to withstand the weather. Additionally, each booth must have group representation and adult supervision at all times. You are allowed to have one piece of literature at the booth. The literature may not be handed out unless a customer requests it. (No hand-billing allowed.)

### Food Court Area Booths:

Standard booth space that is allowed is 10' deep by 10' in width for the \$25 permit fee. For an additional 10' width, include an additional \$25. The depth cannot be changed. However, *any variance to standard size must receive approval from the Pumpkin Fest Committee prior to the event.*

Two feet of space free from obstructions must be maintained between booths.

All vendor booths shall be positioned to sell toward the food court.

Parking of vehicles in the food court area is prohibited.

### Sidewalk Vendor Booths:

It is necessary to receive permission from the business where you are set up.

Vendors may use up to ½ the width of the sidewalk from the building to the curb (50% of the sidewalk must remain clear of any obstructions so that pedestrians may pass freely).

Booth space must be confined to the storefront of the business that granted permission and must not block any entrances to any building.

### Annual Vendor Meeting:

At least one representative of your organization should attend the annual pre-event vendor meeting. Lack of attendance may jeopardize your ability to participate in the event this year and for the following years. It is preferable that the representative be the contact person listed on the application. Permits are handed out at this meeting. The meeting also includes detailed information about Health Department requirements, electrical and fire prevention regulations. This meeting will be on **Wednesday, October 20, 2022 beginning at 7:00pm in the Sycamore Center's City Council Chamber** (corner of State and Somonauk Streets).

Attendance is important so that the Pumpkin Fest is safe and successful for all participants.

### **The signature of a member of your organization on the application indicates that said organization:**

1. Will abide by the regulations set forth by the Sycamore Pumpkin Festival Committee and acknowledges receipt of written copy of such.

2. Understands that failure to comply with these policies and procedures may result in the Committee refusing participation by that group in future events and may result in removal of items from the area by the Committee or its representatives the City of Sycamore and its representatives, the Officials and representatives of DeKalb County, any store or property owner and its representatives for losses injury or damages that may occur as a result of participation in the Festival events.
3. Recognizes that the fundraising activities must be in accordance with local, county, and state laws and regulations.
4. Understands that a member or their organization can be designated a liaison to the Festival Committee to represent that group's interests.
5. Agrees to donate an honest 10% of profit from Pumpkin Fest by **December 1, 2022**. Failure to contribute this percentage in a timely manner may result in disciplinary action or assessment of a penalty.

*If you have any questions, please contact a member of the Pumpkin Festival Committee.*

Print Full Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Separate applications must be submitted for DeKalb County Health Department vendors and using the Pumpkin Festival Trademarked Logo. If your booth does not need those, it is not necessary to print and submit those following pages.

**\*\*Trademarked or copyrighted items of the Sycamore Pumpkin Festival sold at your booth require a signed licensing agreement by the Sycamore Pumpkin Festival Vendor Committee Chairman. Please contact the permit chairman before ordering such items. An exact replica must be approved by the**

**committee before permission is granted. Below is the sample agreement you will receive once permission is granted:**

**SAMPLE SYCAMORE PUMPKIN FESTIVAL LICENSING AGREEMENT**

The SYCAMORE PUMPKIN FESTIVAL, INC., hereafter referred to as a Licensor, in consideration for the payment of (\$ \_\_\_\_\_) Dollars, the receipt of which is hereby acknowledged, hereby grants to:

Name of Organization: \_\_\_\_\_,

Hereafter referred to as Licensee, a non-exclusive right to use the following mark as register: (Cross out any items that do not apply.)

1. "Sycamore Pumpkin Festival Logo-Jack o lantern style pumpkin with a large sycamore leaf background"  
U.S. Copyright Registration Number 1163133, Illinois Trademark Registration Number 104155

---

2. "SYCAMORE PUMPKIN FESTIVAL"  
Illinois Trademark Registration Number 104088,

---

3. "SYCAMORE PUMPKIN FESTIVAL INC"  
Illinois Trademark Registration Number 104089

---

4. "SYCAMORE PUMPKIN FESTIVAL- with Logo-words appear in stylized print in conjunction with jack o lantern style pumpkin with large Sycamore Leaf  
Illinois Trademark Registration Numbers 104154

---

5. "SYCAMORE PUMPKIN FESTIVAL, INC- with Logo- with Logo-words appear in stylized print in conjunction with jack o lantern style pumpkin with large Sycamore Leaf  
Illinois Trademark Registration Numbers 104153

---

The Licensor acknowledges that it has examined the product and/or services which will be marketed or distributed under the Licensor's mark and finds them to be of acceptable quality.

During the terms of this agreement, Licensee agrees to use the mark exactly as registered, without variation, and to always display it with the Federal Registration notice R, or the State Registrations notice, i.e. TM or SM, for products or services respectively. Licensee further agrees not to use Licensor's mark on any goods or services other than as specifically set forth herein.

This license is non-exclusive and shall be for the specific term of October 1, 2021 to November 1, 2021 or until the license is specifically withdrawn by the Licensor. In its sole discretion with or without reasonable cause, upon written notice to the Licensee of such termination, whichever occurs first. Upon termination by expiration of term or notification, Licensee agrees to cease and desist from any and all use of the Licensor's mark and to destroy any and all products bearing the registered trademark of the Licensor.

Nothing herein shall give the Licensee any rights or interest in the Licensor's mark and the Licensee shall not assign or sublet any interest granted hereunder. Furthermore, nothing herein shall limit the Licensor's right to use said mark.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022  
SYCAMORE PUMPKIN FESTIVAL, INC.

By: \_\_\_\_\_ Its: \_\_\_\_\_  
Title Officer Name

\_\_\_\_\_  
Licensee Organization

Remember TRADEMARKED or COYRIGHTED items of the PUMPKIN FESTIVAL sold at your booth require a SIGNED LICENSING AGREEMENT. Please contact PERMIT CHAIRMAN before ordering such items. An EXACT REPLICA must be approved by the Festival Committee BEORE permission is granted.

# 2022 Application for Pumpkin Festival Food Establishment Permit – DeKalb County Health Department

*I AFFIRM THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF*

<b>Business/Applicant</b>	Name of Business		Business Website	
	Owner's Name		Owner's Phone	
	Owner's Address	City	State	Zip
	Business Email		Business Fax	
<b>Event</b>	Name of Event <b>Sycamore Pumpkin Festival</b>			
	Location of Event			
	Date and Time of Event			
	Coordinator's Name <b>Michael DeVito</b>			Phone

**\*\*\* MECHANICAL REFRIGERATION REQUIRED \*\*\***

*(Please check all that apply)*

- Structure:             Tent                             Trailer                             Building
- Source of Water:    Public                             Private well                     Transported
- Handwashing:      Hand sink                         Dispensed soap               Dispensed paper towels
- Hands free spiggoted thermos with catch bucket
- Utensil Washing:    Extra utensils                   3 compartment sink             3 Containers

Sanitizer type \_\_\_\_\_ Waste Water Disposal Method: \_\_\_\_\_

**\*\*\*List food items on reverse side\*\*\***

Application fees for Temporary Food Establishment Permits vary based on the length of the event as follows:

<b>1 Day: \$27.50</b>	<b>2-5 Days: \$57.50</b>
-----------------------	--------------------------

***All items that will be served/sold except non-potentially hazardous pre-packaged food items require a food permit.***

<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	

Please return this application and payment by September 1<sup>st</sup> to:

Sycamore Pumpkin Festival Committee  
P.O. Box 262  
Sycamore, IL 60178

Questions: Call the DeKalb County Health Department at 815-758-6673 or Email: [food@dekalbcounty.org](mailto:food@dekalbcounty.org)

**MENU ITEMS** *(This is not a complete list)*

**POS-** Prepared On Site    **LF-** Licensed Facility *(Check all that Apply)*

	POS	LF		POS	LF
All prepackaged foods (Sandwiches, salads, fruit cups, cheese, etc.)			Samples only (i.e., salsa, dips, baked goods, meat etc.)		
Baked goods			Lemonade shake-ups		
Bulk candy			Milk		
Cooked corn on the cob			Nacho cheese with dispenser		
Corn dogs			Pancakes/waffles		
Cotton candy			Peanuts/nuts		
Creamers (for coffee), milk, whipped topping			Pizza slices		
French fries, onion rings, mozzarella sticks, etc.			Popcorn/kettle corn		
Frozen drinks			Pretzels		
Frozen meat (must provide broker's license)			Juices		
Funnel cakes			Shakes/malts		
Hotdogs			Smoothies		
Ice cream			Snow cones/Italian ices		
All ready-to-eat meats/sandwiches			Hot dogs		
Bratwurst, polish, sausage (pre-cooked or not)			Italian beef-commercially packaged		
Chicken breasts or fish fillets for sandwiches			Onion blossoms		
Chili			Potato pancakes		
Cut fruit, sliced cheese (prepared on-site)			Cheese curds		
Hamburgers			Poultry		
BBQ beef/pork			Ribs/Rib tips		
Egg rolls, tempura vegetables			Seafood/sushi		
Gyros			Tacos/burritos/tamales		
Meat roasts of all types			Turkey/turkey legs		

***Additional Items not listed above***

MENU ITEM	PREPARED ON SITE	PREPARED AT A LICENSED FACILITY

DCHD Office Use Only	Permit Number	Permit Fee \$	Approved by Accounting	Approved by EH
----------------------------	---------------	------------------	------------------------	----------------