



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
-\$27.50 per booth -one day -\$57.50 per booth -unlimited festival days				
Example of sample applicant costs:				
\$25.00	- Vendor			
\$75.00	- 3 of the 10' spots x \$25 each for a total of 40' of space (10' included with initial vendor fee)			
\$6.00	- 3 booth locations x \$2 sub-site fee each			
\$1.00	- Using the logo on merchandise and going to get it approved at upcoming September meeting			
\$115.00	- 2 booth locations with unlimited festival day passes x \$57.50 each			
\$279.50	-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



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 19, 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.



SYCAMORE PUMPKIN FESTIVAL COMMITTEE USE ONLY.

DO NOT WRITE IN THIS AREA

Permit #: _____ Amount Pd.: _____ 10% Donation: _____

Date Rec'd: _____ Check #: _____ Insurance: _____

PF Permit Fee: _____ Health Dept: \$27.50 \$57.50 Subsite Fee (\$2 ea): _____

PFC Logo use fee (\$1): _____ 10' additional space in Food Court (\$25 ea): _____

SYCAMORE PUMPKIN FESTIVAL

VENDOR APPLICATION & REGISTRATION CONTRACT

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: _____

Application continued on following pages.



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

Periodically, organizations will be asked to give short presentations of their activities and fundraiser to the Committee. Refusal to do so may jeopardize issuance of a permit to the organization.

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: _____

Application continued on following pages.

Sycamore Pumpkin Festival Inc.

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



Describe all items to be sold or activities conducted:

Signature of Executive Officer of Organization or Contact Person: Please refer to the information packet for what this signature indicates.

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 COYRIGHTED items of the PUMPKIN FESTIVAL sold at your booth require a SIGNED LICENSING AGREEMENT BY THE PUMPKIN FESTIVAL VENDOR COMMITTEE CHAIRMAN. Please contact PERMIT CHAIRMAN before ordering such items. An EXACT REPLICA must be approved by the Festival Committee BEFORE permission is granted. BELOW IS THE SAMPLE AGREEMENT YOU WILL RECEIVE ONCE PERMISSION IS GRANTED:

SAMPLESYCAMORE 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 our 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

Sycamore Pumpkin Festival Inc.



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

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 BEFORE permission is granted.



**2022 APPLICATION FOR PUMPKIN FESTIVAL FOOD ESTABLISHMENT PERMIT
DEKALB COUNTY HEALTH DEPARTMENT**

I hereby apply for a Class E Permit to operate the following food establishment within DeKalb County, State of Illinois: *Please **print** all requested information:*

Name of Establishment: _____

Name of Event: Sycamore Pumpkin Festival Location of Event: _____

Dates and Times of Event: _____

Name of Applicant: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____

Email: _____

*****FOR POTENTIALLY HAZARDOUS FOODS, MECHANICAL REFRIGERATION IS REQUIRED*****

Check all that apply and supply requested additional information:

FOOD PROTECTION	WATER	ON-SITE UTENSIL CLEANING	HANDWASHING METHODS	ENVIRONMENTAL PROTECTION
<input type="radio"/> Hot holding method:	<input type="radio"/> Public	<input type="radio"/> Extra utensils	<input type="radio"/> Hand sink	<input type="radio"/> Tent
<input type="radio"/> Off ground	<input type="radio"/> Private well	<input type="radio"/> 3-compartment, sink	<input type="radio"/> Spigotted jug	<input type="radio"/> Trailer
<input type="radio"/> Covered	<input type="radio"/> Transported	<input type="radio"/> 3 containers	<input type="radio"/> Dispensed soap	<input type="radio"/> Umbrella
<input type="radio"/> Sneeze guard	<input type="radio"/> Food grade hoses	<input type="radio"/> Sanitizer type:	<input type="radio"/> Dispensed paper towels	<input type="radio"/> Indoors
<input type="radio"/> Thermometers available and used	<input type="radio"/> Wastewater disposal method:	<input type="radio"/> Test strips available and used	<input type="radio"/> Catch bucket	<input type="radio"/> Other (specify)

*****List of food items on next page*****

Application fees for Class E Food Establishment Permits vary based on the length of the event:

Application continued on next page



MY SIGNATURE BELOW CERTIFIES THAT THE ABOVE INFORMATION IS CORRECT AND TRUE AND THAT I AGREE TO ABIDE BY THE DEKALB COUNTY TEMPORARY FOOD SERVICE REGULATIONS.

Signature _____ Date _____

Please return this application and payment by September 1st to:

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

Questions: Call DeKalb County Health Department at 815-758-6673, ask for Environmental Health