

**CHICAGO
CHINATOWN
COMMUNITY
FOUNDATION**
芝城華埠基金會

2169B SOUTH CHINA PLACE, CHICAGO, ILLINOIS, 60616

312.326.5320

www.ccc-foundation.org

March 28, 2022

DEAR PROSPECTIVE VENDORS:

**43rd Annual Chinatown Summer Fair on Saturday/July 30th and Sunday/July 31st 2022:
Sponsored by The Chicago Chinatown Community Foundation. Produced by the Chicago
Chinatown Special Events.**

SITE/ LOCATION: Chinatown: 2200 – 2400 South Wentworth Avenue

TIME: Saturday:12 p.m. to 10 p.m. , Sunday:10 a.m. to 7 p.m.

PROSPECTIVE VENDORS - OUTSIDE SUMMER FAIR SITE

SUMMER FAIR SITE: Licensed Business located on Wentworth Avenue (Ground Level or 1st Floor) from Cermak Road to 24th Street, Cermak Road (Southside) from Princeton to Wentworth Avenue.

Licensed Businesses located outside the above Summer Fair Site.

Fee: \$300.00 (Merchandise Vendor), \$525.00 (Food Vendor), \$300.00 for additional space.

Food Vendor: Please complete the application and include necessary copy of insurance coverage, Summer Festival Food Sanitation Certificate and current Health Inspection Report for all food vendors.

All COMPLETED Applications and Checks made payable to: **SEM,
MUST RETURN BY TUESDAY, JULY 5, 2022 TO CHINATOWN CHAMBER OF COMMERCE
/CHICAGO CHINATOWN COMMUNITY FOUNDATION
2169-B SOUTH CHINA PLACE, CHICAGO, ILLINOIS 60616**

**ALL DECISIONS INVOLVING PROCESSING OF APPLICATIONS, ALLOCATION OF SPACE
OR ADDITIONAL SPACES AND THEIR LOCATIONS ARE AT THE DISCRETION OF THE
CHINATOWN SPECIAL EVENTS COMMITTEE.**

We will send your confirmation letter after we have received your completed package.

Vendor Check In on Cermak and Wentworth then Southbound on Wentworth from Cermak.

Set up time will be on Saturday, 9:00am to 11:00am, Sunday Tear Down start 7:00pm, vehicles will be allowed on site to load out at 7pm, Southbound on Wentworth from Cermak.

Admission to the fair is FREE, please call (312) 326-5320 for additional information.

43rd Annual Chinatown Summer Fair Application

第 43 屆芝加哥華埠夏令會攤位申請表

Location: South Wentworth, between Cermak Road and West 24th Street

地点: 舍麥路及西 24 街間的永活街

Application Deadline July 5, 2022 報名截止日期: 2022 年 7 月 5 日

Saturday July 30th : 12 p.m. - 10 p.m. Sunday July 31st, 2022 : 10 a.m. - 7 p.m.
2022 年 7 月 30 日星期六中午 12 時至晚上 10 時, 7 月 31 日星期日上午 10 時至晚上 7 時

PROSPECTIVE VENDORS 非華埠商店租戶

Arts & Crafts 工藝品 or **Merchant** 商品/零售商*

☐ 10' x 10' Space \$300

攤位面積 10 尺 x 10 尺 \$300

Food* 食物 or **Beverage*** 飲品

☐ 10' x 10' Space \$525

攤位面積 10 尺 x 10 尺 \$525

Non-For-Profit 非謀利機構 (501-C3)

☐ 10' x 10' Space \$75

攤位面積 10 尺 x 10 尺 \$75

Additional Space 額外攤位 ☐ 10' x 10' Space \$300 攤位面積 10 尺 x 10 尺 \$300 ***

*** Additional Space allowed for Vendors in Chinatown Summer Fair 2014 and BEFORE 額外攤位只能供給 2014 年前的華埠夏令會商戶

CHINATOWN VENDORS 華埠商店租戶

Arts & Crafts 工藝品 or **Merchant** 商品/零售商*

☐ 10' x 10' Space \$250

攤位面積 10 尺 x 10 尺 \$250

Food* 食物 or **Beverage*** 飲品

☐ 10' x 10' Space \$425

攤位面積 10 尺 x 10 尺 \$425

Additional Space 額外攤位

☐ 10' x 10' Space \$300

攤位面積 10 尺 x 10 尺 \$300***

For more information; Contact 312-326-5320 (Chinese speaking)

詳細資料請致電話(中文) 312-326-5320 芝城華商會聯絡

CONTACT INFORMATION-All Information required 聯繫資訊: (需填報所有資訊)

Contact Name: 連絡人姓名: _____ Business Name: 公司名稱: _____

Address: 地址 _____ City: 城市 _____ State: 州 _____ Zip: 郵編 _____

Cell Phone: 手提電話號碼 _____ On-site Cell Phone: 現場聯繫電話號碼 _____

Fax: 傳真號碼 _____ Email, if applicable: 電郵 (如適用) _____

FEIN/SSN/IL Business Tax #: FEIN 號碼/伊利諾州營業稅編號/社會安全號碼 _____

Please provide a DETAILED description of items to be sold/displayed: 銷售物品詳細說明:

☐ **ELECTRICITY COST (Optional): \$150**

電力供應附加費(如需要) \$150

No sharing of power with other booths 不得與其他供應商或攤位分用電源。

Electrical outlets may be up to 50 feet from your booth. You must

provide your own extension cords (minimum 12-gauge)

提供由插座到攤位 50 英尺電源線一條。你必須提供自己的延長 (最低 12 級)

☐ **Additional 10' x 10' Space available: \$300 *****

Quantity 數量

額外攤位 (10 尺 x 10 尺) 附加費(如需要): \$300

Appliance Type 設備類型

Quantity 數量

Voltage 電壓

Amps 安培

x _____

FEE SUMMARY & PAYMENT OPTIONS:

<p>Additional Rental Equipment: 附加設備租賃費用</p> <p><input type="checkbox"/> 10' x 10' Tent/Canopy \$250 10 尺 x 10 尺帳篷 \$250 Qty 數量 _____ Total 總額\$ _____</p> <p><input type="checkbox"/> 10' x 20' Tent/Canopy \$375 10 尺 x 20 尺帳篷 \$375 Qty 數量 _____ Total 數量 \$ _____</p> <p>Total 數量: \$ _____</p>	<p style="text-align: center;"><u>PAYMENT: 付款方式:</u></p> <p>Applications MUST be submitted with full payment to be considered. There are NO EXCEPTIONS to this rule. All payments will be processed regardless of your status of acceptance into the festival. 申請者必須全數支付。所有款項 (包括保證金) 將被過賬。</p> <p style="text-align: center;"> <input type="checkbox"/> Cash 現金 <input type="checkbox"/> Check 支票 <input type="checkbox"/> Money Order 匯票 <input type="checkbox"/> 萬事達卡 <input type="checkbox"/> </p> <p style="text-align: center;"> <i>Make check payable and mail completed materials to:</i> 支票付款請書 "SEM" 及郵寄右列地址。 </p> <p style="text-align: right;"> SEM C/O Chicago Chinatown Chamber of Commerce 2169-B South China Place Chicago, IL 60616 </p>
<p style="text-align: center;"><u>TOTAL FEE CALCULATOR:</u></p> <p>Booth Fee 攤位費用 \$ _____</p> <p>Rental Equipment 設備租賃 \$ _____</p> <p>Electricity 電力 \$ _____</p> <p>TOTAL Fees 總費用: \$ _____</p>	<p><input type="checkbox"/> Name (on card): 連格人姓名 _____</p> <p>Billing Address 地址 _____</p> <p>City: 城市 _____ State 州 _____ Zip: 郵編 _____</p> <p>Credit Card # 卡號 _____</p> <p>Sec Code (3 digit code on back of card) _____ Expiration Date: 期限 ____/____/____</p> <p>(There is a \$10 processing fee for all credit card applications) (如用信用卡付款, 加收 10 元處理費)</p> <p>Refund Process: <i>Incllement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.</i> 退款規則: (如因惡劣天氣, 天災或人禍而導致取消是項活動, 所有費用不獲退回。)</p> <ul style="list-style-type: none"> ○ A \$50 non-refundable administration fee will be applied to any cancelled application. 自動要求退出的申請者需支付 50 元行政管理費, 款項在退款中扣除。 ○ All denied applications will receive a full refund. 所有被拒絕的申請將獲得全額退款。 ○ Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds. 申請者所交支票如被銀行退回時將視作存款不足, 需支付銀行行政費 30 元及取消申請資格。

Food/Beverage 食物/飲品租戶

☐ Copy of the Summer Sanitation Certificate (call the Hospitality Academy at 312-791-6030 for more information)
 夏季衛生證書影印本 (致電 312-791-6030 餐旅學院查詢更多資料)

☐ Copy of current health inspection (If you need to schedule an inspection within the City of Chicago, please call 312-746-8030)
 現有的 衛生局檢查證明影印本 (您如需要安排由芝加哥市政府預約檢查, 請致電 312-746-8047)

☐ Certificates of Insurance 有效保險證書

Insurance 保險:

Insurance is required for all food and beverage vendors. Insurance certificates MUST be submitted with application.

所有食品和飲料供應商或租戶必需購備保險, 申請時必須提交保險證明。

The below information **MUST** be included on insurance certificate 保險證明上必須包括以下資訊:

Description MUST read 內容須有下列字句:

For participation in the 43rd Annual Chinatown Summer Fair, is being held on Saturday 7/30 and Sunday 7/31, 2022 at S. Wentworth, Cermak & W. 24th Street

參與 2022 年 7 月 30 星期六及 7 月 31 星期日, 在舍麥路及西 24 街間的永活街舉行之第 43 屆芝加哥華埠夏令會。

Additionally insured MUST name 須有以下單位名稱:

City of Chicago 芝加哥市政府, Special Events Management 特別活動項目製作管理公司, Chicago Chinatown Special Events 芝城華埠特別活動委員會 /

Chicago Chinatown Community Foundation 芝城華埠基金會

☐ Completed Temporary Food Vendor License application 填報臨時食物攤位牌照申請表格

By signing this agreement, I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Hosting Organization – Chicago Chinatown Special Events and or agent thereof, SEM) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that SEM is acting as an agent for the hosting organization (Chicago Chinatown Special Events/Chicago Chinatown Community Foundation) and at no time is SEM empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

本人確認及接受此文件上之協議並簽署作實。承租人及活動製作機構 (主辦單位 - 芝城華埠特別活動委員會及承辦公司-特別活動項目製作管理公司(簡稱 SEM)) 均接受本協議為是項交易之間的法律合約條款, 包括所有的規則, 規例和理解。SEM 獲主辦單位 (芝城華埠特別活動委員會/芝城華埠基金會) 授權承辦是項活動, 全權處理租戶事務, 包括釐訂費用, 租戶確認, 提供折扣或退款等事務。無論任何情況下, 除非事先有書面協議, 活動製作機構不會為租戶的損失作出賠償或承擔責任。

Signature

簽名

Date

日期

FOR OFFICE USE ONLY

(公司內部專用, 請勿填寫)

Date: _____ Amount: \$ _____

Check #: _____

Code: _____ CC Transaction #: _____

Initials: _____

Rules and Regulations 規則

- Contract Cancellation:** Special Events Management reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
合約取消: 特別活動項目製作管理公司是一家製作代理機構, 有權拒絕或取消租戶參與活動權力, 或代表主辦當局取消租戶參加資格。依正規則填報申請的租戶所繳交之款項可獲全數退回。如因申請時不正確申報資料, 漏報或缺失證件資料引致被取消資格租戶所繳交之款項則不獲退款。
- Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
獨家專營: 特別活動製作機構不為任何租戶提供商品獨家專營保證。
- Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
攤位安置: 特別活動製作機構保留在必要時可重新安置或搬遷租戶原本已定位置的權利。
- Water:** Unless otherwise specified, running water is not provided.
水: 除特別安排外, 不提供自來水。
- Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth.
電力: 攤位內不允許擺放或安裝任何個人或小型可攜式發電機。
- Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.
音樂: 攤位內不允許錄製、播放音樂或現場音樂演奏。所有音樂播放必須預先申請及核准。
- Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Special Events Management. You are directly responsible for any city violated ordinances and fines.
法例: 租戶不允許在街道上鑽孔。違例者將罰款\$ 200 和/或被取消參與活動。此等行為是違反城市法例兼被判罰款。
- Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicles on the street. Parking is provided in designated areas. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.
安裝和拆除: 租戶負責攤位安裝, 拆卸佈置和清理其攤位範圍現場。車輛在指定時間可在攤位前之街道上停放卸載物件。會方提供車輛停泊地點。車輛進出展場、卸載物件時間及停泊地點, 將隨同租戶確認函一齊分發予租戶。
- Trash Disposal:** Each space must be left clean throughout the event. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 minimum loss of your security deposit, and/or space cancellation.
垃圾處理: 租戶必須負責攤位的清潔和垃圾處理。會方不提供垃圾桶或袋。租戶必須準備攤位內必要的垃圾箱和垃圾袋。完場時租戶應將其攤位所有垃圾放入垃圾袋及封口, 會方有專人到各攤位收集。攤位如有留下未入袋垃圾, 將被罰款 100 元及/或被取消參與活動資格。
攤位旁之行人通道必須保持通暢, 除非另有說明。
- Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism/respect in their booths and on the event grounds at all times.
商業行為: 任何時候租戶及其員工必須駐守他們的攤位和保持最高的專業服務態度。
- Indemnification:** Chicago Chinatown Special Events and Special Events Management, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
賠償: 芝城華埠特別活動委員會和特別活動項目製作管理公司及員工, 是項活動有關的商品供應商, 任何參與是項活動的贊助商, 現場各項裝置的供應商, 所有供應商的員工, 參與是項活動有關的機構或人員, 均不為租戶負擔任何責任。租戶簽署此協議時, 明白他們參與是項活動, 租戶應為他們自己負擔所有責任, 並同意不論任何原因和時間, 租戶及租戶有關的人與物, 所有實質或非實質的損失或傷害。均不會和不得向上述各機構或個人索取賠償或訴訟。



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in its entirety. **EVENT**

INFORMATION

Name of Event 43rd Annual Chinatown Summer Fair Address of Event Wentworth Ave., from Cermak Rd. to 24 Street

Date(s) Event Saturday 7/30 and Sunday 7/31/2022 Hours of Event 12pm to 10pm and 10am to 7pm

Event Food Coordinator _____ Phone # _____ Email _____

VENDOR INFORMATION

Name of Food Vendor _____ Contact _____

Phone # (_____) _____ Email (Required)* _____

Address of Food Vendor _____ City _____ State _____ Zip Code _____

Dept. of Business Affairs & Consumer Protection ACCOUNT # (up to 6 digits) _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # _____ (Please attach a copy of the certificate to this application) (For a list of Summer Sanitation Class locations and dates click on: <https://www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf>)

Print Name _____ Title _____

Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

1. List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a letter from the 3rd Party location owner/operator. Note: NEITHER FOOD NOR EQUIPMENT MAY BE STORED IN THE HOME.

2. Describe how time/temp requirements (cold foods at 41 degrees F or below, hot foods at 135 degrees F or above) are maintained during the transport of food to the event. (i.e. refrigerated cold storage containers, refrigerated truck).

3. List the source(s) where food items will be purchased. (Include name and address. Retain all receipts for inspection).

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Check to accept

☐

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Check to accept

☐

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Check to accept

☐

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 6 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org

/ /

If the restaurant / commissary is located **outside** of the City of Chicago, a copy of the most recent health inspection report must be submitted with application).

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared <u>at event</u> ? (i.e. grilled, fried, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking <u>At Event Booth</u> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F (<u>Not</u> oven/oil temp)
				°F
				°F
				°F
				°F
				°F
				°F
				°F

Are condiments provided for customer self-service? Yes ☐ No ☐

If yes, list them below and how they are dispensed.

All questions must be answered, or the application will be denied.

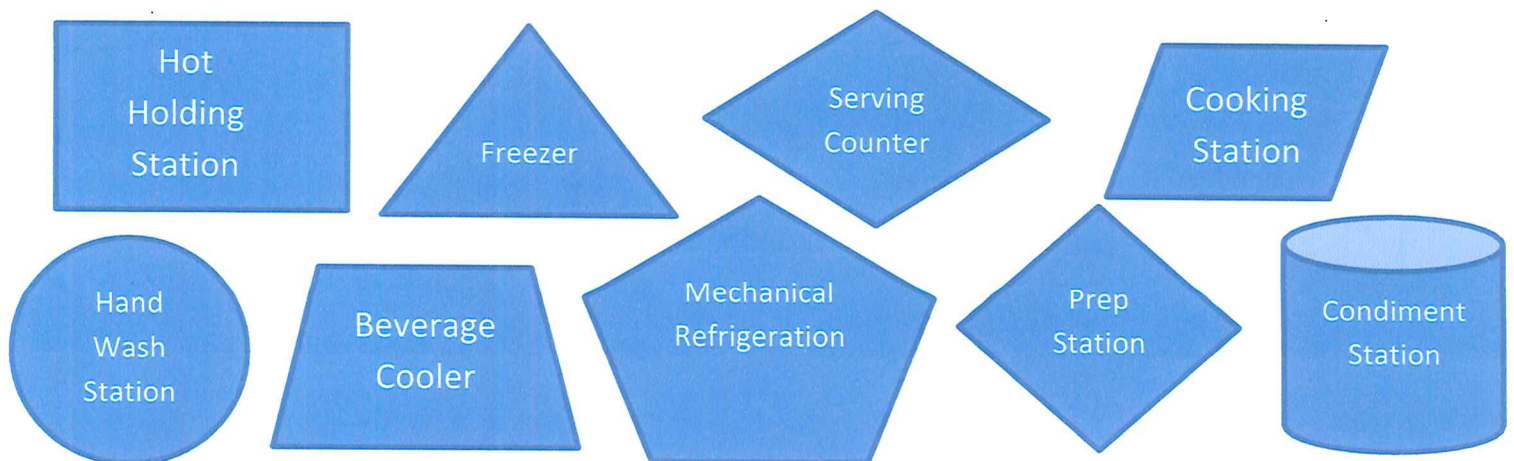
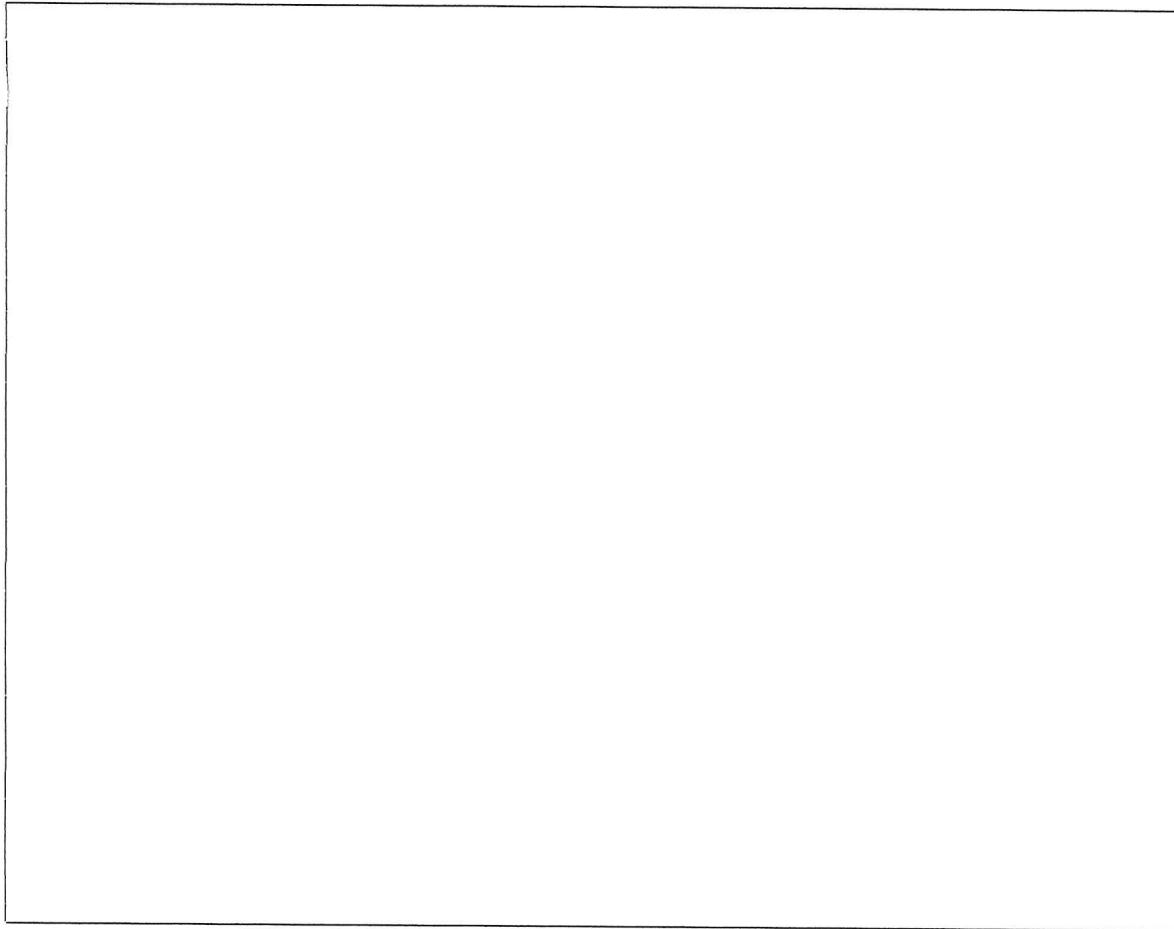
Special Event Food Booth Layout

(Required with all applications)

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.

Restaurant Name: _____



Chinatown Summer Fair Food Application

Important Information 2022

Food vendors with a 180 Food Permit for 2022 will need the following:

- 1) 180 Food Permit for 2022
- 2) Booth Layout with a Sanitation Sink listed
- 3) Certificate of Insurance (See insurance page for information)

Food vendors that do not have a 180 Food Permit for 2022 will need the following:

- 1) Special Events Food Single Application 2022
 - 2) Summer Sanitation Certificate for 2022
(The person who acquired the Summer Sanitation Certificate needs to remain in their booth at all times during the Festival)
 - 3) Health Inspection
*(The Inspection report must be **dated within 6 months of the event date.**)*
 - 4) Certificate of Insurance (See insurance page for information)
-

Chinatown Summer Fair 2022 Food Vendor Certificate of Insurance

You will need to request **two COIs** from your insurance company.

The first one the certificate holder should be :

City of Chicago – Dept. of Business Affairs & Consumer Protection

121 N LaSalle St RM300

Chicago IL 60602

On the second one the certificate holder should be:

Special Events Management

2221 W. 43rd Street

Chicago IL 60609

Inside the description box, you need to list **Chicago Chinatown Community Foundation** As Additionally Insured with the address **2169-B S China Pl, Chicago, IL 60616**, please note the event Chinatown Summer Fair taking place July 30th-31th, 2022 at 2200 S. Wentworth Ave. Chicago, IL 60602.

Tel: 312-328-1188



Fax: 312-328-7452

Date: March 9, 2022

Dear Leader and/or Educator,

The first round of Outdoor Vendors Training classes will be in Cantonese, Mandarin and English respectively in April 2022.

The Schedules are as followed:

Cantonese class: April 18, 2022 (Monday) from 1:00 pm to 4:00 pm.

Mandarin class: April 25, 2022 (Monday) from 1:00 pm to 4:00 pm.

English class: April 25, 2022 (Monday) from 1:00 pm to 4:00 pm.

Fee: \$50 per person (Cash or Check only).

Each participant will receive a certificate of attendance upon completion, which will enable him/her to apply for a permit from the CDPH/Healthy Chicago.

Please call Pui Tak Center or me if you have any questions.

Sincerely,

Stephen Sit

Pui Tak Center
Sanitation Program Coordinator
2216 S Wentworth Ave,
Chicago, IL 60616
Web: www.puitak.org
Email: foodclass@puitak.org
Phone: 1-312-328-1188
Mobile: 1-847-910-8155