



# Champaign-Urbana Days 2023 Food Vendor Application

Friday, August 11, 5–8pm  
Saturday, August 12, 11am–8pm  
Douglass Park, Champaign



**CHAMPAIGN  
PARK DISTRICT**  
champaignparks.org

Please initial each section to show you have read & understand them.



## Welcome

As Champaign-Urbana Days draw near, we'd like to invite you to participate in this 30+ year-old tradition. This event draws nearly 2,000 patrons each year and offers great exposure to the community for participating food vendors.

## Application Procedure and Deadline

Applications, checks for fees, health permits, and certificates of insurance are due by 5:00pm on Monday, July 17, 2023. Applications may be mailed to the Douglass Community Center, 512 E. Grove St., Champaign, IL 61820 or delivered in person Monday through Friday between the hours of 8:00am and 5:00pm. Space is limited, so please apply early.

## Fees

A \$75 booth fee is required for all food vendors at the time of application. Any booth requiring electricity must pay an additional \$25 at the time of application. The Public Health Permit fee is \$50.

## Set Up and Tear Down

9:00-10:30am on Saturday, August 12. All vehicles used for set must be removed from loading zone by 10:30am. NO EXCEPTIONS. Vehicles may be towed at owner's expense if not removed by the specified time. Tear down will be 5:00-6:00pm on Saturday, August 12.

## Booth Spaces and Tents

Each vendor must provide their own tent, tables, chairs, cooking materials, and serving utensils. Booth spaces are determined by the Champaign Park District staff and are based upon electrical requirements. You will receive a map indicating your 12' x 12' booth space by August 1, 2023.

## Security

Security will be on hand during the event. The Champaign Park District is not responsible for lost, stolen, or damaged items

## Questions?

Contact **Mary Howell** at 217-398-2573 or mary.howell@champaignparks.org; or fax 217-398-2575. For questions regarding safety guidelines, please contact **Joe Kearfott**, Assistant Director of Administrative Services, 217-819-3834, fax 217-355-8421, or joe.kearfott@champaignparks.org.

## Champaign-Urbana Days August 11-12, 2023

Each year, thousands of people come together to celebrate family and to reunite in Douglass Park. This event offers something for everyone, with live entertainment, great food, and activities for all ages.

**Come join us!**



**NO DOGS  
ALLOWED**

Please submit  
certificate of insurance and  
Public Health Permit  
by **Monday, July 17, 2023** to:

**Joe Kearfott Assistant Director  
of Administrative Services**

Champaign Park District,  
706 Kenwood Road  
Champaign IL 61821

217-819-3834 **fax** 217-355-8421  
joe.kearfott@champaignparks.org

## Risk Management and Safety Requirements

1. A certificate of insurance, naming the Champaign Park District as additional insured, for no less than \$2,000,000 of general liability, **must be submitted to the Champaign Park District Assistant Director of Administrative Services by 5:00pm on Monday, July 17, 2023.** The certificate of insurance must read, "The Champaign Park District is listed as additional insured for Champaign-Urbana Days on August 12, 2023" (or "August 11-12, 2023" if attending both days). The Certificate Holder shall be the "Champaign Park District, 706 Kenwood Road, Champaign, IL 61821-4112."
2. A C-U Public Health Permit must be submitted to the Champaign Park District Risk Manager prior to serving food.

**Application Deadline: 5pm on Monday, July 17, 2023**

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**APPLICATION  
DEADLINE**  
**5pm on Monday,  
July 17, 2023**

**PLEASE RETURN COMPLETED  
APPLICATION FORM AND  
PAYMENT TO:**

**Mary Howell**  
**Douglass Community Center**  
512 E. Grove St.  
Champaign, IL 61820  
**Questions** 217-398-2573  
mary.howell@champaignparks.org

Organization or Business Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Menu Selection

Food and Pepsi-Cola beverage products are allowed. All menu changes must be reported to Mary Howell at the Douglass Community Center.

ITEM	PRICE
_____	_____
_____	_____
_____	_____

## Electrical Needs

Power is limited and outside generators are strictly prohibited. Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment.

ITEMS TO BE PLUGGED IN	VOLTS	AMPS	WATTS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Additional Needs

Vendors must provide and have on site a 5 lb. ABC fire extinguisher.

## Fees

No refunds will be issued after 5:00pm on Monday, July 17, 2023.

- \$75 Food Vendor Space - 1 Day (Sat)
- \$100 Food Vendor Space - 2 Day (Fri & Sat)
- \$25 Electrical

**\$**  **Total Enclosed** (Checks should be made payable to Champaign Park District)

The undersigned shall indemnify, defend and hold harmless the Champaign Park District and any of its directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Champaign Park District that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

**Name of applicant (please print)** \_\_\_\_\_  
**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_