



The public market managers and developers

Rolling Meadows Food Truck Wednesdays

2024 Information and Application for Vendors

We are excited to partner with the City of Rolling Meadows on this 5 Event Series. Working names are Kickin it on Kirchoff and Wednesday Night Bites and Beats on Kirchoff. The event will feature food trucks and tents, live music and beverages. We are teaming up to host the event at the Community Church of Rolling Meadows. The event is the 4th Wednesday of every month from May thru September.

LOCATION: COMMUNITY CHURCH OF ROLLING MEADOWS

2720 Kirchoff Road Wednesdays 4:30PM until dusk

5/22, 6/26, 7/24, 8/28, 9/25

PART-TIME PRICE PER DAY*			
	10x10	10x20	10x30
FOOD/BEVERAGE	\$65.00	\$120.00	\$180.00
SERVICE	\$120.00		
FULL-TIME PRICE 5 DATES (20% DISCOUNT)*			
FOOD/BEVERAGE	\$260.00	\$480.00	\$720.00

* Rolling Meadows businesses receive an additional 15% discount on all rates

Vendors may operate out of food trucks, trailers or their own 10x10 white tent. If tents are used they must be properly weighted (minimum of 30LB per leg). Half spaces will not be sold and vendor must fit entirely within the footprint booked.

ADDITIONAL CHARGES/ FEES

Arriving after open/leaving before close of market **\$50.00 fine per event & potential loss of future dates**

Payment received after due date **\$20.00 fine per event per week past due**

No Show/no cancellation prior to open **\$20.00 fine per event & loss of booth fee**

Returned Check (insufficient funds) **\$36.00 fine per event**

Garbage left at market **\$100.00 fine per event**

Change or cancel booking **first 2 free, \$15 per event thereafter**



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Space is limited and acceptance at market is at the sole discretion of the promotor. Bensidoun USA, Inc has a 7-day cancellation policy for all markets. Fees paid for cancellations made with 7 or more days by vendor will be refunded to vendor. There are no refunds for events cancelled by vendor with less than 7 days' notice. In the event of inclement weather Bensidoun USA, Inc at its sole discretion may allow credit towards another date at the Food Truck Market or other Bensidoun USA event but will not issue refunds.

PLEASE REMIT THE FOLLOWING ITEMS ALONG WITH PAYMENT WITH YOUR APPLICATION

ALL VENDORS

- CERTIFICATE HOLDER /ADDITIONAL INSURED**

Bensidoun USA, Inc
405 N Wabash #3404 • Chicago, IL 60611

- Certificate of insurance 1,000,000 GL limit
- Page 7 completed, dated and signed

- ADDITIONAL INSURED**

City of Rolling Meadows 3600 Kirchoff Rd, Rolling Meadows, IL 60008 and

Community Church of Rolling Meadows
s: 2720 Kirchoff Rd, Rolling Meadows, IL 60008

ALCOHOL VENDORS

- DRAM shop insurance
- State of Illinois Special Use Permit
Liquor License

FOOD VENDORS

- Rolling Meadows Temporary Food Permit Application

FOOD TRUCK VENDORS

- Rolling Meadows Mobile Vendor Information
- Rolling Meadows Temporary Food Permit Application
- Copy of Drivers License

FULL TIME VENDOR REMIT

- 10x10 space \$100.00
- 10x20 space \$200.00
- 10x30 space \$300.00

PART TIME VENDOR REMIT

- Remit payment for first 2 dates

- Only return pages with the **green footer**, payment and certificate of insurance to:

Bensidoun USA, Inc • ON375 Farwell Street • Wheaton, IL 60187

Alternately you may EMAIL the application as long as it is sent as one document (we do not accept pictures or scans of individual pages of the application). Email to bensidounmarkets@gmail.com

REMIT VENDOR APPLICATION (PAGE 7) AND OTHER REQUIRED DOCUMENTS VIA EMAIL TO BENSIDOUNMARKETS@GMAIL.COM OR VIA REGULAR POST TO THE ADDRESS BELOW

REMIT CHECK OR MONEY ORDER - WE DO NOT ACCEPT CREDIT CARDS

PAY VIA ZELLE TO WPLAINSMARKET@YAHOO.COM. If the name associated with your ZELLE account does not match the applicant or business name that you provide on page 11 you must provide one of these identifiers as a note in ZELLE so that we may apply the payment to the correct account.

OR REMIT CHECK OR MONEY ORDER - WE DO NOT ACCEPT CREDIT CARDS. **Mail payment to: Bensidoun USA ON375 Farwell ST Wheaton, IL 60187.** You will receive a digital receipt for mailed in payments. The receipt is not proof of participation or confirmation of a market on any date, only as proof that payment was received from the vendor by Bensidoun USA, Inc. Please retain all receipts/canceled checks as this is your only proof of payment.

MAIL APPLICATION AND PAYMENT TO
BENSIDOUN USA • ON375 FARWELL STREET WHEATON ILLINOIS 60187



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VENDOR RULES AND REGULATIONS

For these rules and regulations, “Market Hours” means the advertised hours of operation. “Promoter” means Bensidoun

USA, Inc., “Space,” means the area rented by the Vendor from the Promoter. “Vendor” means an applicant confirmed to participate in a market by the Promoter. “Vendors” means each applicant confirmed to participate in a market by the Promoter. The Promoter reserves the right to adjust the rules and regulations as it deems necessary or appropriate to better serve the buying public, maintain fair market competition among Vendors or respond to changing conditions or circumstances. All Vendors will be promptly notified of any such changes.

1. Vendors must comply with all applicable Federal, State and local laws, rules and regulations, including but not limited to those related to health and licensing and the collection and reporting of sales tax. Food Vendors are responsible for complying with applicable health and sanitation requirements and must be permitted by the County Health Departments of the markets they attend.
2. The Promoter has the right to restrict products sold or displayed by Vendor to those that Promoter deems appropriate for a family audience. In addition, Vendors shall only sell products that are of good quality, which they have lawfully obtained, manufactured or grown and that have been approved by the promoter.
3. Vendors must be prepared to sell at the start of market hours and must continue to sell until the close of market hours. Loading and unloading will occur only before and after market hours.
4. Vendors must haul out any garbage generated during business and must leave their assigned space swept clean of any refuse.
5. Vendors will abide by the parking/loading and unloading rules and regulations of the Markets that such Vendor participates in.
6. Vendors must keep their spaces as clean as possible during Market Hours and will always be polite with customers, using their best efforts to enthusiastically sell their products.
7. Vendors will cooperate with and participate in promotions organized by the Promoter (for example, contributing a reasonable amount of vendor product towards Market customer giveaways) and may be asked to provide information for publicity.
8. If Promoter determines that Vendor or its employee’s conduct is inappropriate at any point in time, the Promoter may request the Vendor vacate its space immediately. The Vendor agrees to comply with any such request. The Promoter will have the right to prohibit any such Vendor from future participation.
9. Vendor acknowledges and agrees that assignment of booth location at each date is in the sole and absolute discretion of Bensidoun USA, Inc. and its agents. Assignment to Vendor of a booth location at a Market on a specific date does not guarantee or constitute an agreement by Bensidoun USA, Inc. to provide that same location to Vendor on future dates.



The public market managers and developers

Rolling Meadows Food Truck Wednesdays 2024 Information and Application for Vendors

10. Vendor acknowledges and agrees a) Vendor shall not be entitled to a refund for any fees paid for failure to participate in a Bensidoun USA, Inc. Market that such vendor has been accepted to; and b) Vendor shall be assessed a \$20.00 cancellation penalty if such vendor fails to provide 24-hour cancellation notice.
11. Vendor certifies that all persons assisting in the Vendor's booth have read and fully understands these rules and regulations and will abide by them.
12. None of the following conditions guarantees participation by such vendor in a particular market and/or for a particular date or a particular location in a market: 1) the receipt of this application, 2) the acceptance of this application by BENSIDOUN USA, 3) the designation of eligibility status of a Vendor to participate in the BENSIDOUN USA, Inc. markets on either a full-time or part-time basis, 4) payment by vendor or 5) prior participation by a Vendor in any market. BENSIDOUN USA retains the right at any time, including during the operation of a market, to reject participation of a vendor in a market in its sole discretion, and to issue a refund of vendor payment as the vendor's sole remedy. At the sole discretion of BENSIDOUN USA, any payment received for a market may be reallocated to 1) a different date, location or time based on events that occur after the remittance of payment; 2) or to any outstanding fees /penalties owed to BENSIDOUN USA, Inc. by vendor. 21. In the event the hours of operation, days of operation or location of a market should materially change from the terms set forth in this Vendor Application and such changes are reasonably unacceptable to a Vendor, such Vendor must deliver to Licensor a written objection to such changes. Within 120 days of Licensor's receipt of such written objection, Licensor shall refund any unused portion of rent paid or deposited by such Vendor for the market that has been modified, less any outstanding financial obligation owed by such Vendor to Licensor as determined by Licensor in its reasonable discretion, including, but not limited to, any other market rents, fees or fines due from such Vendor to Licensor. Such refund shall constitute such Vendor's only recourse against Licensor about any such market modifications.
22. All Vendor tents must be secured, as required per the City of Highland Park
23. All electric cords must be rated for outdoor use and grounded
24. All Generators must be grounded, and exhaust fumes kept away from tents and customer service areas.
25. Vendors must prevent vehicles from leaking oil or other fluids on the market site and are responsible for any cost associated with removing fluids that leak on the market site.
26. Vendors may not sell alcoholic beverages other than what is provided for in this application.
- I have read pages 1-6 of the BENSIDOUN USA, Inc Ravinia District Food Truck Thursdays 2024 Information and Application for Vendors, understand and agree to abide by all the terms, policies and rules and regulations expressed in this application.



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APPLICANT TERMS AND CONDITIONS OF PARTICIPATION

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: The undersigned, for himself or herself, and, if applicable, for the person or organization on behalf of whom this application is submitted “the Applicant”, hereby agrees to indemnify Bensidoun USA, Inc. and its officers, agents, employees and assigns, and to hold them harmless, from any liability occurrence arising out of the use of the premises pursuant to this application, and any liability for any contractual or quasi-contractual obligations to third parties in connection with any related activity, event, use or occurrence.

PARTICIPATION AND BOOTH ASSIGNMENT: An acceptance as either a Full-time or Part-Time Vendor does not guarantee participation in a market or for a date or a vendor space in a market. Bensidoun USA, Inc., in its sole discretion, has the right to accept or reject either a Full-Time or Part-time vendor for any market on any date for any reason, and to refund payment to vendor if payment has been made. That refund will be vendor’s sole remedy. This applicant acknowledges and agrees that the assignment of booth location at each Bensidoun USA, Inc. market on each date is in the sole and absolute discretion of Bensidoun USA, Inc. and its agents. Assignment of a booth location at one Bensidoun USA, Inc. market on a specific date does not guarantee or constitute an agreement by Bensidoun USA, Inc. to provide that same location to a Vendor on future dates. Applicant further acknowledges and agrees that no commitment regarding booth location has been made to applicant.

GOVERNING LAW/ATTORNEY’S FEES: This application and any transactions between the parties that may arise pursuant thereto shall be governed by and construed in accordance with the substantive laws of the State of Illinois, without giving effect to its principles of conflict of laws. The parties agree that the most appropriate venue for any dispute involving this application or its subject matter is any state or federal court in or for Cook County, Illinois, and that any suit, action or proceeding with respect to this application or its subject matter shall be brought in such forum. Each party submits to the jurisdiction of such courts for any such proceeding and waives any objection that could otherwise be raised to either of those venues. In the event of the commencement of suit, action or proceeding, the Bensidoun USA, Inc. shall be entitled to recover its reasonable attorney’s fees, costs and expenses incurred about those proceedings.

FORCE MAJEURE: Bensidoun USA, Inc. shall not be liable for any failure to perform any obligation under any agreement, or for any delay in performance, due to events or circumstances beyond Bensidoun USA, Inc.’s reasonable control including but not limited to weather, acts of God, acts or threats of terrorism, government acts, technical failures, fire, or other similar events or circumstances. Bensidoun USA, Inc. shall not be liable for any act by a city, village or other municipality which may result in Bensidoun USA, Inc.’s failure to perform any obligation under any agreement, or for any delay in performance, including but not limited to that municipality canceling the market, placing additional restrictions on vendor participation at a market or failing to enforce laws or ordinances affecting a market.



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Rolling Meadows Food Truck Wednesdays 2024 Information and Application for Vendors

LIMITATION OF LIABILITY: Bensidoun USA, Inc. shall not be liable to applicant or any other person for special, indirect, incidental, consequential or exemplary losses, damages or expenses, directly or indirectly arising from the participation or non-participation of Applicant in any market, or from any other cause relating thereto. In no event, shall Bensidoun USA, Inc.'s liability hereunder, whether based on contract, warranty, tort (including but not limited to negligence and strict liability) or otherwise, exceed the amount paid by the applicant vendor for its booth.

CERTIFICATION: Applicant certifies that all the information set forth in this Vendor Application is true and complete to the best of his/her belief. Applicant further agrees to perform all the obligations, which may be required under applicable laws, ordinances, rules and regulations and under all agreements, which may be annexed hereto. Applicant certifies that applicant has read the rules and Regulations for Vendors at Bensidoun USA, Inc. French Markets governing the Farmers Market and agrees to abide by them.



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VENDOR APPLICATIONS

Contact Name(s): _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Website _____

Note: Our primary way of communication is Email

Illinois Business License Number (we can not accept FEIN): _____

I am requesting space for: Food Truck Food Trailer 10x10 Food Tent Space

Non-Profit Service Alcohol

Size: 10x10 10x20 10x30

REQUEST FOR DATES:

Full time (please sign me up for all dates)

Part time (please list dates): _____

FOOD VENDORS REFERENCE LAST TWO EVENTS ATTENDED:

Town/Event/Date: _____

Town/Event/Date: _____

I have read and accept the terms of the 2024 Ravinia District Food Truck Thursdays information and application, the APPLICANT TERMS AND CONDITIONS OF PARTICIPATION AND 2024 Season Vendor Rules and Regulations

Dated this _____ day of _____, 2024

Signature _____

MOBILE VENDOR INFORMATION

1. Operational hand sink with hot water, soap and paper towels must be provided.
2. All vended food must be obtained from an approved source. This includes the commissary/kitchen where foods are approved.
3. The source (name and address) must be on all individual packages.
4. Potentially hazardous food must be maintained at a temperature not higher than 40-degrees F. or not lower than 140-degrees F. Frozen foods must be maintained below 0-degrees F. or below.
5. Thermometers must be supplied for all cold and warm holding units and areas.
6. All foods and beverages must be individually packaged and prepared at the commissary supplying the food.
7. Proper transportation from the commissary to the mobile unit must be provided.
8. Only single-service disposable utensils (individually wrapped) and containers shall be used for the serving of food or drinks.
9. An adequate garbage and rubbish container, maintained in such a manner as to be sanitary and nuisance free.
10. All areas on the truck used to store, serve, display of hold foods, paper goods, etc., must be clean and in good repair at all times.
10. Company or owner's name and current vehicle license must be on each truck.



3600 Kirchoff Road
 Rolling Meadows, Illinois 60008
 Phone: (847) 506-6030 Fax: (847) 483-0365
 www.cityrm.org

**TEMPORARY FOOD SERVICE
 PERMIT APPLICATION**

EVENT INFORMATION

Event Name: _____ Approximate Number Served: _____

Location: _____

Set-Up Date: _____ Set-Up Time: _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

VENDOR INFORMATION

Organization/Business Name: _____

Contact Name: _____

_____	_____	_____	_____
Telephone Number		Fax Number	
_____	_____	_____	_____
Contact Name/Address	City	State	Zip

MENU INFORMATION

(Menu items are subject to approval and may be restricted)

SUPPLIER INFORMATION

Applicant's Signature _____

_____ Date

Permit Authorized by _____

_____ Date

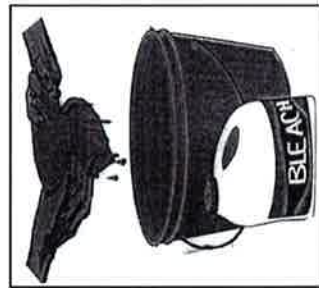
Comments: _____

Fee: \$ _____

Permit #: _____

Cleaning and Sanitizing

When multi-use utensils have to be used, a three step procedure must be set up. The appropriate method in setting up this procedure involves providing three (3) adequately sized containers with enough water to submerge the utensils being washed.



- The **first** container contains clean soapy water
- The **second** container is your clear water rinse
- The **third** container is your sanitizing rinse water (50ppm bleach solution in it) You can obtain this concentration by adding ½ ounce of regular household bleach to 2 gallons of water.

Water Supply

A sufficient supply of safe water must be available. The source must be properly protected with approved backflow prevention. Garden type hoses are not permitted for supplying water being used for food preparation.

Insect Control

Measures must be taken to control flies, bees and other insects.



- Methods may include:
- Keeping food covered
 - Minimizing food preparation at the event
 - Using fans
 - Keeping garbage areas clean

Hand Washing and Sanitary Waste Facility

Hand washing and toilet facilities (whether permanent or portable) must be available for food service workers as well as the general public. All hand washing stations must be supplied with dispensed soap and paper towels. The use of cloth towels to dry your hands is not allowed.

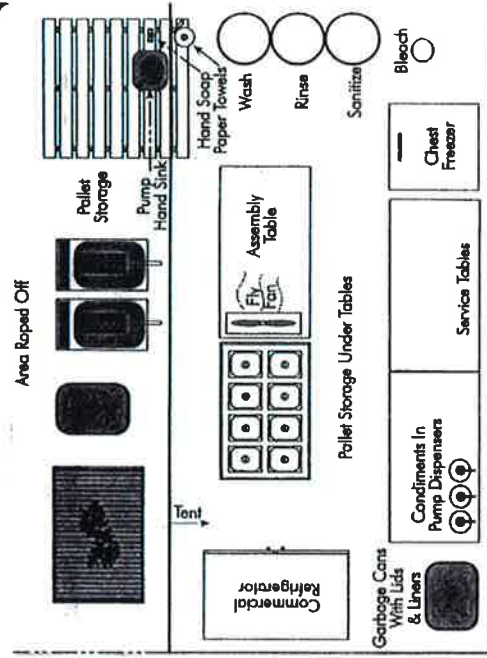
Toilet facilities must be checked frequently and kept in clean and sanitary condition. A sufficient number of units must be available.

Food Stand Construction

Food service stands should not be located in areas that are subjected to flooding.

Outdoor stands must have sufficient overhead cover to protect the interior of the stand from poor weather conditions. Walls or physical barriers (such as counters or tables) must be provided to protect the food from the customers.

When cooking and grilling are taking place outside the stand, provisions must be made to isolate the area from the public.



Community Development Health and Housing Department

Temporary Food Service Information

The City of Rolling Meadows
3600 Kirchoff
Rolling Meadows
Illinois, 60008
Phone# 847-506-6030
Direct Phone# 847-870-9018

Temperature Control

Hot food must be held at temperatures greater than 135°F.

Raw Meat must be cooked to the following temperatures:

- Poultry- 165°F
- Ground Beef- 160°F
- Beef/ Steaks- 145°F
- Pork/ Sausage- 145°F
- Fish/ Seafood- 140°F
- Microwaved Foods- 165°F

Have thermometers handy and remember to reheat food to 165°F. Always check the final cooking temperature by using a metal stemmed thermometer.



Handling Cold Food

Cold food must be stored, transported, displayed or served at temperatures less than 41°F. Keep all cold foods under refrigeration. Thermometers must be provided in all refrigeration units. Check temperature of the refrigeration units frequently (every 2 hours).

Keep foods out of the Temperature Danger Zone



The **DANGER** zone:
41°F - 135°F

After 4 hours,
throw it out!

State of Alaska, Department of Environmental Conservation
<http://www.dec.state.ak.us/ep/ISS>
6006

Provisions for back-up refrigeration need to be made to assure that all perishable food items are kept at proper temperature, should you experience frequent or prolonged power failures.

Thawing

If frozen foods are thawed at the event, only use the 3 techniques listed below:

- In the refrigerator
- In a microwave, or
- Start the cooking process while the food is frozen

Marinating

All meat/vegetables undergoing the marinating process must be marinated under refrigeration temperatures of 41°F or less.

Hand washing

Hand washing facilities must be:

- Readily available and accessible
- Be supplied with dispensed soap and paper towels

Where water under pressure is not available, a picnic jug with a tap, a coffee urn or a camping portable sink may be used. Provisions must be made to catch



waste water from these portable units so the water does not reach the ground.

Always wash your hands after:

- Using the bathroom
 - Touching anything that might contaminate your hands
 - Touching your face, hair or body
 - Working with raw food
 - Sneezing or coughing
 - Eating or drinking
 - Taking out the garbage
 - Cleaning and smoking
- Other personal hygiene practices that you need to be aware of:

- Smoking is not allowed in the food service areas
- Persons with cuts, respiratory infections or communicable diseases are prohibited from working with/or around food
- Only food service workers are allowed in food service areas
- Hair must be restrained by using hats, hair nets, ponytails or other acceptable means of keeping hair out of food.

Approved Food Sources

All food must be obtained from commercial sources and be in sound condition, free from spoilage, filth, and other contamination.

Food Protection

Food must be prepared with the least amount of handling by using proper utensils.

All food contacts surfaces must be kept clean and sanitized at all times. This can be accomplished by wiping these





Food Vending Vehicle Application
 Community Development Department
 3600 Kirchoff Road
 Rolling Meadows, IL 60008
 Phone: (847) 506-6030 Fax: (847) 483-0365

BUSINESS NAME / DBA _____

BUSINESS ADDRESS _____ CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

BUSINESS PHONE NO. _____ FAX NO. _____ E-MAIL ADDRESS _____

ILLINOIS BUSINESS TAX NO. (IBT #) _____ -- _____ FEIN NO. _____ -- _____

PRIMARY DRIVERS LICENSE NO. _____ PRIMARY SOCIAL SECURITY NO. _____

TYPE OF BUSINESS – *Be Specific* _____

EMERGENCY CONTACT _____ PHONE NO. _____

VEHICLE INFORMATION:

VEHICLE NO. _____ TYPE/MAKE OF VEHICLE _____

NAME OF DRIVER _____

LOCATION SELLING PRODUCT _____

- **A COPY OF YOUR INSURANCE SHOWING THAT THERE IS LIABILITY FOR YOUR VEHICLE MUST BE PROVIDED WITH THIS APPLICATION**

* I hereby certify that I am a duly authorized agent of the business making this application and that I am empowered to bind said business to all terms and conditions of the license. I understand that the issuance of the license and the license's continuation is conditioned upon compliance with all applicable codes, ordinances and laws. I agree to pay all fees associated with the license and to submit the premises to inspections in accordance with all codes and ordinances. I understand that failure to comply with all applicable ordinance and laws may result in revocation of the license and the privilege to conduct business in the City of Rolling Meadows. *

- **PLEASE NOTE: YOU ARE REQUIRED TO PURCHASE A CITY VEHICLE STICKER FOR ALL VEHICLES LEASED BY BUSINESSES OR INDIVIDUALS WITH ADDRESSES IN THE CITY.**

FEE MUST ACCOMPANY APPLICATION. THIS IS NOT A LICENSE. A LICENSE WILL NOT BE ISSUED IF ALL PERTINENT INFORMATION IS NOT FURNISHED.

SIGNATURE: _____ DATE _____

PRINT NAME ABOVE: _____ POSITION _____

DO NOT WRITE BELOW THIS LINE

DEPARTMENT APPROVAL

HEALTH DEPARTMENT: APPROVED DENIED BY _____ DATE _____

License No. _____ Business License Fee: \$ _____

Sticker No. _____

Date _____ Total Fee: \$ _____