

City of Aurora Vendor Requirements: Friday, May 5, 2017 Food Truck Festival

Minimum of 10 business days before Festival:

- ☐ City of Aurora Food and Beverage Tax Application Completed
 - Vendors must be in good standing with the city to participate.
- ☐ City of Aurora Food and Beverage Tax Bond Paid (\$250.00)
 - Credit cards are not accepted for Food & Beverage Tax Bonds
- ☐ Current Certificate of Insurance (COI) that lists the City of Aurora and Aurora Downtown as the primary, non-contributory additional insureds.
 - The City needs to be named as primary, non-contributory additional insured on all applicable policies with GL being a minimum of \$1M per occurrence and \$2M general aggregate. The certificate and agreement should specify Aurora Downtown.
- ☐ Proof of registration with Kane County Health Department* for **either** a:
 - Temporary** – one day permit issued for May 5th event
 - Mobile Food Vendor Permit
 - Kane County Health Department: http://kanehealth.com/fees_permits.htm
- ☐ Vendors are required to provide proof that the Business Name, Address and Phone Number are listed on both sides of the food unit. (A photo of the mobile food unit is sufficient proof.)
- ☐ Food & Beverage Tax Forms may be:

Mailed to:
Charlie Koch
Revenue and Collections
44 E. Downer Pl.
Aurora, IL 60507

OR:

Emailed:
ckoch@aurora-il.org

**Per the Health Department, Vendors are advised to allow ample time to apply for both the Temporary and Mobile Food Vendor Permit.*

***If vendors will only be registering for a one-day permit, the permit is issued the day of the event following inspection by Kane County. In the registration process, vendors can submit a receipt or other information proving the application with the County took place.*

Day of the Festival:

- Vendor set up must be completed a minimum of two hours prior to the published festival start time in order to be inspected by the Fire Marshall and the Kane County Health Department.
- If vendors applied for a Temporary Permit through the Health Department, the permit is issued upon successful completion of the inspection.
- Vendors that do not pass Health Department or Fire Marshall's Inspection may be asked to leave.

Following the Festival:

- Submit Tax Return for Food & Beverage Tax to the City of Aurora.