



Presented by the Tinley Park Chamber of Commerce

Friday, September 20, 2024: 5pm-11pm  
Saturday, September 21, 2024: 1pm-11pm  
Sunday, September 22, 2024: 1pm-6pm  
**FOOD VENDOR**

Willkommen Oktoberfest Friends!

We are very excited to be hosting the 7th Annual Authentic German Oktoberfest at the 80th Avenue Metra Train Station **NORTH LOT** on Friday, September 20th, Saturday, September 21st, and Sunday, September 22nd, 2024. The Tinley Park Oktoberfest is one of the largest festivals in the Chicago Southland that will most resemble the traditional Oktoberfest held in Munich, Bavaria, Germany. We will be featuring Authentic German Food, Traditional Oom-Pah and Polka Musicians, a ceremonial keg tapping to kick-off the event and Oktoberfest beers from local Tinley Park Brewers; as well as one of Germany's featured Oktoberfest Brewers, Paulaner.

There will be heightened security measures put in place again at this year's event. Please allow some extra time when checking in and for any deliveries during the event.

This is a great opportunity to present your business to a diverse group of attendees. Based on the event attendance the past two years, we estimate we will have 20,000-30,000 attendees throughout the weekend. The Tinley Park Chamber of Commerce will continue to promote this event through our official Oktoberfest website, Facebook, newspapers, flyers and email blasts. We encourage you to bring brochures, coupons, literature and flyers to distribute on the day of, which will help in marketing yourselves to an anticipated large crowd.

This packet provides detailed information along with the Vendor Application and checklist of documents required to attend this year's event.

**Please note application deadline is August 23rd, 2024.**

Due to a limited number of booths, we encourage you to return the completed packet as soon as possible. Booth spaces will be determined in the order that applications are received.

We are very eager to start promoting your attendance at this year's event. "Like Us" on our Facebook page, *Tinley Park Oktoberfest*, to help engage with our attendees and build excitement for you at our event.

We are looking forward to working with you and making the 2024 Tinley Park Oktoberfest a huge success! If you have any questions, please contact the Tinley Park Chamber of Commerce at 708-532-5700, email [info@tinleychamber.org](mailto:info@tinleychamber.org) or visit our website [tinleychamber.org](http://tinleychamber.org)

Prost!

**Tom McNulty**

*Executive Director*

Tinley Park Chamber of Commerce

708-532-5700

[info@tinleychamber.org](mailto:info@tinleychamber.org)





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### **FOOD VENDORS - INFORMATION & APPLICATION**

We are excited to feature local restaurants and caterers to participate in the Tinley Park Oktoberfest. In order to assure that we keep the fest authentic, food vendors will be asked to provide some kind of German or German-themed cuisine. Your menu must be approved in advance by the Tinley Park Oktoberfest Committee to avoid duplicate items. Any changes made to your menu after your application has been submitted must be approved by the Festival Committee prior to the event. Food production, storage and serving must comply with all state and local ordinances and vendors will be subject to inspection. *Absolutely no cooking devices with flames will be allowed under tents.*

### **RESERVATION & BOOTH FEE**

A \$500 booth fee is required for each booth space. We will provide a 20'x20' tent with globe lights. You are responsible for all payments in your designated area and you will keep 100% of your profits from your sales that evening. Due to the festival location, Wi-Fi will not be available on site. The booth fee is non-refundable and must be paid in full before the application can be accepted. **The application deadline is August 23rd, 2024. All paperwork must be in no later than August 23rd to participate in the event.** You are encouraged to submit your paperwork as soon as possible so that we can include your business in the event promotion (e-newsletter, website, Facebook, Chamber member announcements).

We will provide a sign for your booth with your restaurant information. All other decor, including the menu and pricing, is the responsibility of the Vendor. Please remember to bring along your own signs, banners, stand up displays, table runners, brochures and handouts. We encourage all vendors to decorate their areas with the Oktoberfest theme in mind!

If you are planning to leave merchandise overnight: The Chamber will provide overnight security but will not be liable for any missing, stolen or broken items. Booth location will be determined by the Oktoberfest committee with all Tinley Park Chamber Members receiving priority.

### **ON-SITE CONTACT**

The name and contact information for day-of-event on-site manager/supervisor **MUST** be provided on the application. Applications that fail to provide this information will be returned.

### **VENDOR SET UP**

Vendors may begin set up at 12:00pm before the festival begins on Friday, September 20th. All booths must be set up at least 30 minutes prior to the event start time. Specific details regarding vendor entrances and loading/unloading areas will be provided to the on-site contact the week of the event. Set-up times and instructions are subject to change up until final instructions are sent.

*I have read all the information provided on this page and understand that I must adhere to these guidelines. Initial: \_\_\_\_\_*



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### **EVENT SPONSORSHIP**

Sponsorship opportunities are available that will provide additional exposure for your business. Please contact Camryn Ivanciets <info@tinleychamber.org> at the Tinley Park Chamber Office for more details.

### **LIABILITY INSURANCE**

All vendors are required to carry proof of Liability Insurance while participating in the Tinley Park Oktoberfest. The Tinley Park Chamber of Commerce **MUST** be named as the Certificate Holder and the Village of Tinley Park as additional insured. Information for COI's is as follows:  
Event Information:

**Location:**

80<sup>th</sup> Avenue Metra Train Station  
18001 S 80<sup>th</sup> Ave North Lot  
Tinley Park, IL 60477

**Certificate Holder:**

Tinley Park Chamber of Commerce  
17316 S Oak Park Ave  
Tinley Park, IL, 60447

**Additional Insured:**

Village of Tinley Park  
16250 S Oak Park Ave  
Tinley Park, IL 60477

\*\*\*\* IF COI IS NOT FILLED OUT CORRECTLY, WE WILL SEND IT BACK AND YOU WILL HAVE TO RESUBMIT IT \*\*\*\*

If you have any questions or concerns with regard to Insurance requested, please contact Camryn Ivanciets directly: <info@tinleychamber.org> or 708.532.5700.

*I have read all the information provided on this page and understand that I must adhere to these guidelines.*

Initial: \_\_\_\_\_



## FOOD VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of food items to be sold: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

### ON SITE CONTACT (day of event) REQUIRED:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **\$500.00 Fee Per Booth Required**

- 20' X 20' Booth Space – \$500.00 How many booth spaces requested? \_\_\_\_\_
- I will require an electrical hook up (no charge)

### METHOD OF PAYMENT

☐ Check or Money Order (Made payable to Tinley Park Chamber of Commerce)

**OR**

☐ Please charge my credit card:

- MasterCard
- Visa
- Discover
- American Express

Amount to be charged: \$500 per booth space (10'x10') x \_\_\_\_\_ (# of booths) = \_\_\_\_\_

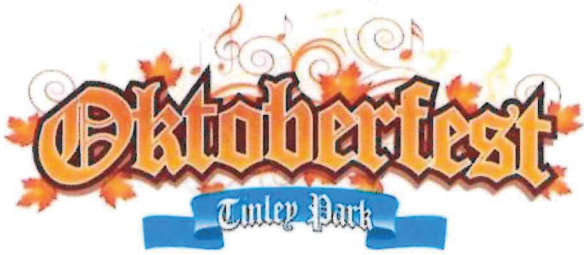
Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_





### **FOOD VENDOR WAIVER AGREEMENT**

All participants in the Tinley Park Oktoberfest are required to abide by the following agreement. Please sign and return to the Tinley Park Chamber of Commerce. In consideration of said approval and as an expressed condition thereof, participant hereby agrees to assume any and all risk of loss, injury or damage of any kind or nature whatsoever which may occur as a result of participating in the Tinley Park Oktoberfest held on Friday, September 20th, Saturday, September 21st, and Sunday, September 22nd, 2024.

By participating as a Vendor at this event, Vendor hereby agrees to indemnify and hold the Tinley Park Chamber of Commerce and the Village of Tinley Park harmless from and against any loss, damage, or expense including reasonable attorneys' fees incurred or suffered by any third party, person, firm, entity or corporation in connection with the event. Vendor also indemnifies the Tinley Park Chamber of Commerce from and against any and all loss, damage, personal injury, and expense resulting from any damage or destruction to Vendor's belongings, including but not limited to damage or destruction occasioned by force majeure events.

Date: \_\_\_\_\_

Print your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Business or Corporate Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**•You may wish to make a copy of a completed page for your records.**

*I have read all the information provided on this page and understand that I must adhere to these guidelines*  
Initial: \_\_\_\_\_



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## FOOD VENDOR CHECK LIST — REQUIRED DOCUMENTS

- ☐ \$500 Booth Fee (per booth) payment must be included with application.
- ☐ Information & Application Packet (including ALL FOUR pages requiring initials at the bottom)
- ☐ Signed Waiver (Page 4)
- ☐ Temporary Food Permit (Village of Tinley Park document) – **FOOD TRUCKS/TENT VENDORS ONLY**
- ☐ Copy of most recent Health Inspection Report (*if outside of Tinley Park*)
- ☐ Certificate of Insurance with ALL the following event information included:
  - **Date:** Friday, September 20, 2024, 5:00pm - 11:00pm  
Saturday, September 21, 2024, 1:00pm - 11:00pm  
Sunday, September 22, 2024, 1:00pm - 6:00pm
  - **Location:**  
80<sup>th</sup> Avenue Metra Train Station  
18001 S 80<sup>th</sup> Ave North Lot  
Tinley Park, IL 60477
  - **Certificate Holder:**  
Tinley Park Chamber of Commerce  
17316 S Oak Park Ave  
Tinley Park, IL, 60447
  - **Additional Insured:**  
Village of Tinley Park  
16250 S Oak Park Ave  
Tinley Park, IL 60477

Return completed Application and Paperwork to:

**MAIL or DROP OFF:**

**Tinley Park Chamber of Commerce**

17316 Oak Park Avenue, Tinley Park, IL 60477

**EMAIL:**

[info@tinleychamber.org](mailto:info@tinleychamber.org)

**QUESTIONS:**

708-532-5700





VILLAGE OF TINLEY PARK  
 16250 S. OAK PARK AVE  
 TINLEY PARK, IL 60477  
 PHONE: 708-444-5070  
 FAX: 708-444-5199

### TEMPORARY FOOD SERVICE PERMIT APPLICATION

EVENT INFORMATION		APPLICATION DATE:
EVENT NAME:		LOCATION:
SET UP- DATE:	TIME:	EVENT TIMES:
EVENT DATES: STARTING ___/___/___		ENDING ___/___/___
WILL BE AT THIS LOCATION FOR _____ DAYS/DATES		

**\*\*THIS PERMIT IS GOOD FOR ONE LOCATION ONLY FOR DATES APPROVED\*\***

VENDOR INFORMATION		
ORGANIZATION/BUSINESS NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	FAX:	
OWNER/CONTACT PERSON		
NAME:	PHONE:	

APPLICANT'S SIGNATURE	PRINTED NAME

HEALTH INSPECTOR'S SIGNATURE	PRINTED NAME

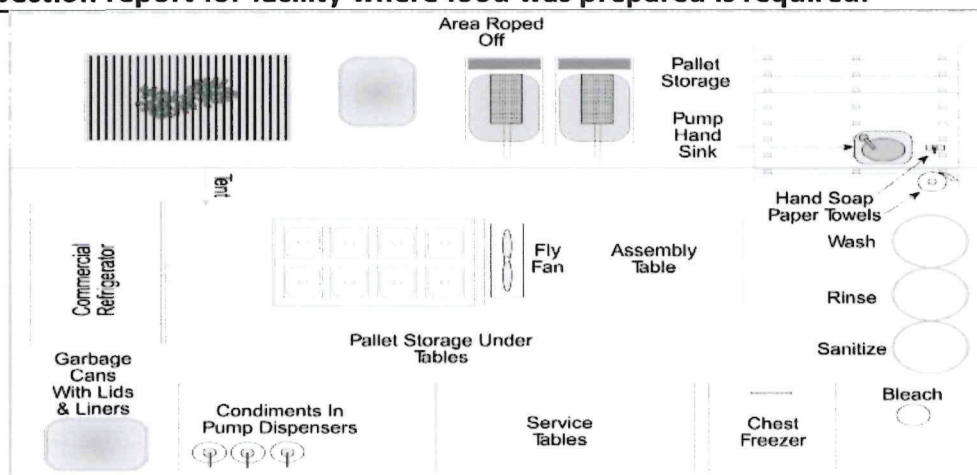
**\*\*Attach copy of Certified food handler manager certificate, allergen certificate, and/or food sampling certificate\*\***

**\*\*Attach copy of last inspection for base of operation/restaurant report\*\***

### MENU AND PROCEDURE REVIEW

FOOD TO BE PREPARED	PROCESS OF TRANSPORTATION/PREPERATION TO EVENT
I.E. HAMBURGER	Transported in insulated container, held in commercial freezer, cooked onsite to serve
I.E. COOKED RICE	Made at restaurant, transported in insulated container and held at steam table >135°

Where will your booth be located: Indoor _____ Outdoor _____	YES	N/A
Approved transportation equipment for hot and cold foods.		
Mechanical hot holding equipment		
Mechanical cold holding commercial refrigeration or freezers		
Probe and equipment thermometers for checking food and equip. temperatures.		
Flooring and overhead cover, if not provided by the organizer.		
Racks or pallets to store all food and paper goods off the ground.		
Additional clean, wrapped cooking utensils.		
Dispensers for condiments(i.e. pre-packaged, squeeze bottles, or hinged lid containers)		
Handwashing facilities with paper towels and liquid hand soap (i.e. a igloo cooler with dispenser for clean water and bucket to catch the waste water)		
Clean clothes and hair restraints( hats, visor, hair nets) for employees		
Wash, rinse, and sanitize buckets that are large enough to hold soiled utensils.		
Sanitizing test strips for sanitizer in use and gloves.		
All food is obtained from approved commercial sources. Home prepared food is prohibited.		
Vendor bringing prepared food from outside the Village of Tinley Park- A current health inspection report for facility where food was prepared is required.		



#### Example Booth Layout

Provide booth Layout with your completed application





## **Temporary Food And/Or Drink Service Establishments**

### **Guidelines/Check List**

#### **Stand Construction**

1. The walls, floors, and ceiling shall be constructed of wood, canvas, or other material which will protect the interior from contamination.
2. Floors in the food preparation area shall be well drained concrete or asphalt. If this is not feasible, a temporary floor shall be constructed of wood or canvas.
3. Light bulbs in the food preparation area shall be shielded or be of "shatter resistant construction".
4. All openings to the outside shall be protected from flying insects by an effective air curtain, tight-fitting screens or doors.
5. A tent or canopy must provide overhead cover to protect food. Physical barriers must separate the food prep area from customers.

#### **Food**

1. All food shall be obtained from approved sources. Proof of source shall be provided. All pre-packaged items must be labeled with ingredients list, net weight, and manufacturers information.
2. All food preparation shall be done inside the stand except for approved outside cookers and grills.
3. Potentially hazardous food preparation shall be kept to a minimum. Potentially hazardous foods can only be thawed in mechanical refrigeration units or can be cooked frozen. Thawing outside, at room temperatures, or in an igloo like cooler is prohibited.
4. If food is being transported to the event, required food temperatures must be maintained. Hot food must arrive at the event at an internal temperature of 135°F or hotter. Cold food must arrive at an internal temperature of 41°F or colder.
5. All ice must be obtained from an approved source in single use bags.
6. Only canned or bottled beverages may be stored on drained ice. This ice may not be used for human consumption.
7. Food and single service articles or utensils must be stored off the floor.
8. Ready-to-eat foods shall not be touched with bare hands. Disposable gloves, deli tissue, spatula, tongs or other utensils may be used to handle these foods.
9. Self-serve condiments shall be individually packaged or offered in containers that are self closing or enclosed.

#### **Water**

1. All water used at the stand shall be from an approved source.
2. All plumbing shall comply with the Illinois Plumbing Code.
3. Hoses used to provide water shall be of food-grade quality.
4. Adequate water shall be available for food preparation, cleaning, sanitizing, and hand washing.

## **Equipment**

1. Food contact surfaces must be smooth and easily cleanable, maintained in good condition and protected from contamination.
2. Scoops for potentially hazardous foods shall be stored with the handle up in running water wells, in still water above 135°F or below 41°F, or in the product.
3. Accurate metal-stemmed thermometers reading between 0°-220° shall be used to check food temperatures.
4. Temperatures of all refrigeration and hot food holding units shall be checked at least every 2 hours of operation. If a unit cannot be adjusted to maintain proper temperatures, discontinue using it for storing potentially hazardous foods.

## **Cleaning**

1. Utensils, equipment and the stand must be kept clean.
2. Three sink/bucket basins are required for manual utensil cleaning. Use the first basin to clean utensils, the second for rinsing and the third for chemical sanitizing.
3. Replace water when dirty. Air dry and store clean utensils in protected location.
4. Sanitizing solutions shall be equivalent to 50ppm chlorine (bleach) and 200ppm of quaternary ammonium. Follow directions on container. Chemical test strips MUST be used to measure sanitizer concentration.
5. Wiping cloths shall be stored in a clean sanitizing solution between uses. 100ppm chlorine (bleach) or 200ppm of quaternary ammonium. Paper towels may be used with a sanitizing solution from a spray bottle.

## **Waste Disposal**

1. All sewage, including liquid waste, shall be disposed of according to the law.
2. Trash shall be held in a manner that does not create a nuisance.

## **Personal Hygiene**

1. Hand washing facilities equipped with clean warm water, soap and paper towels shall be accessible at all times. A large container with a free flow stay-on spout may be used to supply clean water with a catch bucket below.
2. Hands and arms must be washed, rinsed and properly dried before starting work and after breaks. Common towels are prohibited. Wash hands before using single use gloves, after handling raw foods, coughing, or sneezing, and whenever contaminated.
3. The food handler who has fever, vomiting, diarrhea, jaundice, severe burns, boils, or cuts or who is a known carrier of an infectious disease transmittable by food shall not be allowed to work in a food stand. Minor cuts or burns must be covered with both clean adhesive bandages and disposable gloves.
4. Hair restraints are required for all food handlers.
5. Eating Smoking or any personal care is not be done inside stands. Sitting on counters and equipment is prohibited. A single service cup with a lid and straw will be acceptable for drinking inside stands, if stored and used at a non-food preparation location.



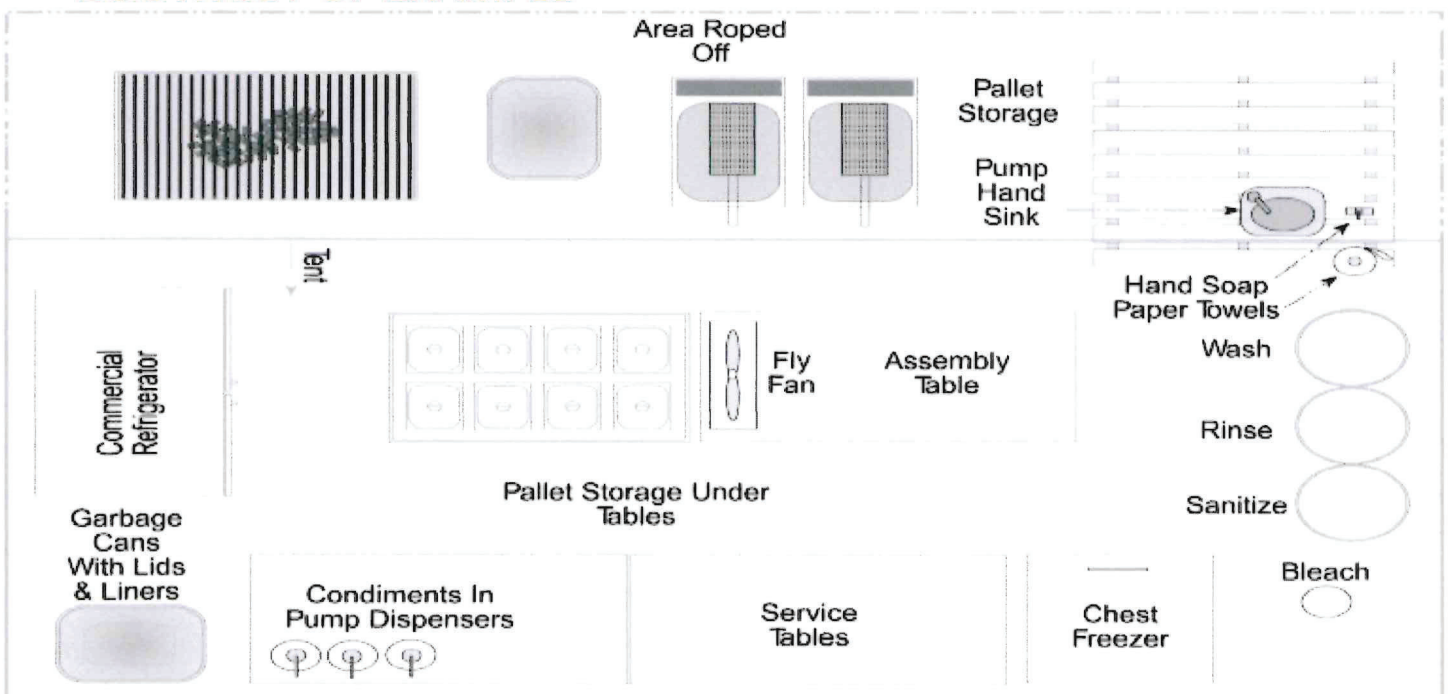
# Temporary Food and/or drink service establishments

## ✓✓CHECKLIST

- ☐ “Roof” covering the operation (tent or canopy)
- ☐ Handwashing station : consisting of a container with a spigot (that will stay open) , a 5 gallon catch bucket, soap, and paper towels (FIGURE 1)
- ☐ Sanitizer test strips (FIGURE 2)
- ☐ Food Thermometer reading at (0°- 220°) follow temperature guidelines (FIGURE 3)
- ☐ Hot Holding Equipment and Cold Mechanical Holding Equipment (no non-mechanical coolers/food on ice allowed)
- ☐ Hair Restraints- caps, visors, or hair nets
- ☐ Single-service gloves, extra utensils/tongs, and/or tissue paper to avoid direct contact with ready-to-eat foods
- ☐ “3- compartment sink” set-up for dish/utensil washing (FIGURE 4) (extra utensils may be used as a substitute for events less than 4 hours in length)

TURN OVER FOR FIGURE EXAMPLES

### BOOTH SET-UP EXAMPLE





←FIGURE 1 FIGURE 2→

QUAT SANITIZER LEVEL: 200PPM



CHLORINE SANITIZER LEVEL:  
DISHES/UTENSILS: 50PPM  
WIPING CLOTHS: 100PPM

Wash, Rinse, and Sanitize

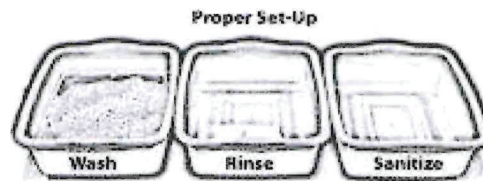
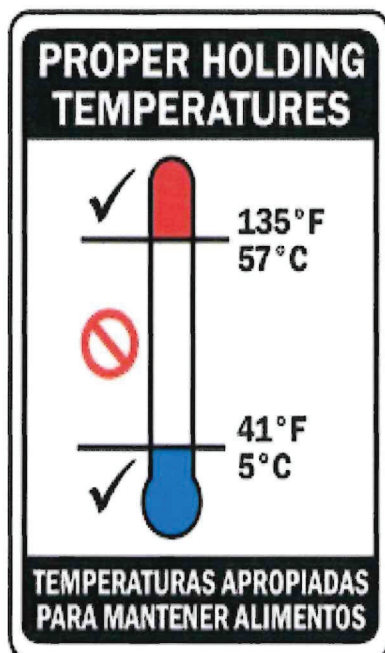


FIGURE 3 ↑

FIGURE 4 ↓



COOKING TEMPS	
POULTRY	165°F FOR 15 SECONDS
GROUND BEEF AND PORK	155°F FOR 15 SECONDS
HOT DOGS, BRATS, AND HAMBURGERS	155°F FOR 15 SECONDS
FISH AND SEAFOOD	145°F FOR 15 SECONDS
HOLD HOT FOODS	135°F MINIMUM
REHEAT FOODS TO	165°F FOR 15 SECONDS