East Chicago Festival Guidelines

"A City of Hope and Progress"

Mayor Anthony Copeland

Dear Festival Vendor,

Mayor Anthony Copeland and the Special Events team promise that the 2026 Festivals for the City of East Chicago will be a huge success for all offering phenomenal events! Our entertainment lineup of local and national talent with a variety of eclectic music of Pop, R&B, Hip Hop, Polish and Latin sounds will be as diverse as our city. If you are interested in showcasing your culinary fare or arts and crafts, please review the rules and regulations carefully and complete ONE application for EACH fest that you are interested in participating in. Space is limited at all events, so we reserve the right to limit the *type* of food and crafts based on duplication. Incomplete applications and non-legible applications will not be accepted, we need phone numbers and email addresses for every vendor. All requested documentation is mandatory. If you have any questions, please contact Qiana Sanders, email is the best option qsanders@eastchicago.com or you can call her at the Marina 219-516-2061. We truly appreciate your commitment to making our events a success. Thank you for your interest!!!

FUSIC FEST GUESTS 18 AND OVER ONLY - ANYONE UNDER 18 WORKING IN YOUR BOOTH MUST STAY AT YOUR BOOTH

Please apply as soon as possible as space at all events is on a first come first serve basis.

FOOD VENDORS

MANDATORY:

1. Call the East Chicago Health Dept at **219-391-8467,** and inform them you are applying to be a food vendor for an EC City Event. At least one employee must have Safe Serve Certification but all employees handling food must have food handler cards.

2**. Obtain TB testing NO LESS THAN 30 days prior to the event-NO EXCEPTIONS.** TB Testing is $10 for EC residents and $20 for all other cities; the only form of payment is debit/credit or money orders. TB tests- are done on Mondays and Wednesdays from 9 am to 11 am. Instruction will be given on when to return to read the TB test**:** the test is read 48 – 72 hours after initial testing. Once the test is read it will be determined if you will receive a "food handler" card or need further testing.

** TB testing may be done at other Health Care facilities. Copy of TEST RESULTS must be presented to the East Chicago Health Dept timely in order to receive our Food Handler Card. Cost of the Food handler card is unchanged if testing is received from other providers. We accept the City of Gary's food handler card as well because they also do the mandated TB Testing.

DO NOT WAIT UNTIL THE LAST MINUTE TO GET THIS DONE, THIS IS A MANDATORY TWO TO THREE-DAY PROCESS- EVERYONE MUST HAVE YOUR CARD IN HAND WHEN YOU APPLY TO BE A VENDOR AND ON THE DAY OF THE FESTIVAL.

3. Read and fully understand the attached packet "**Department of Public and Environmental Health Food Vendor Inspection Checklist",** BEFORE you apply and pay to be a food vendor. NO REFUNDS

4. If you are a business in EC, you must have a valid "City of East Chicago Business License".

5. You must have your "Certificate of Insurance for Comprehensive General Liability" and you must follow Section 113 of the Indiana Retail Food Code. Please ask for a copy if needed.

6. Take your driver's license/identification, valid food handler card, proof of insurance and payment to the East Chicago Marina office at 3301 Aldis, East Chicago, IN 46312, to submit your completed application. Applications will not be accepted without required documentation.

The $50 temp food establishment processing fee in the Controller's Office is waived for all City Sponsored Events Only

DISCLAIMER:

The East Chicago Special Event Team, Marina, Parks & Recreation nor any other Departments of the City of East Chicago, their officers, supervisors, and employees can guarantee that there is any exclusivity of food or any products sold at any of our events. To reduce duplication and save space, we reserve the right to limit type of food and craft vendor booths.

LIABILITY: The East Chicago Parks & Recreation, Marina, Health Dept. or The City of East Chicago will not be held responsible for any loss, damage, defacement, or destruction of any property displayed by the food or craft vendor, no matter how it is caused. This also includes personal injury. East Chicago Parks & Recreation and the East Chicago Marina provide no insurance on the vendor, the property of the vendor or against the acts of omissions of the vendor, its agents, or employees. **FOOD AND CRAFT VENDORS MUST CARRY THEIR OWN INSURANCE FOR ALL PERSONAL PROPERTY AND PUBLIC LIABILITY.**

PARKING: Parking is very limited. Closer to the date of the event we will communicate details to you regarding where and what time you can unload and then where to go park. PLEASE provide us with a valid email address, that is where the majority of the communication will take place.

SET UP: EVERY EVENT HAS A SPECIFIC SET UP, START AND END TIME. VENDORS MUST BE COMPLETELY SET UP A MINIMUM OF 2 HOURS BEFORE THE START OF THE EVENT OR YOU WILL NOT BE ABLE TO PARTICIPATE AND YOUR FEE WILL BE FORFEITED. We provide ONE 10x10, 10x15 OR 10x20 TENT (majority are 10x15) on a first come basis as supplies last-WE choose size and location. Due to state health requirements, food vendors take priority in receiving a tent over craft vendors**.** Electric and water access is included in designated areas. EACH VENDOR MUST SUPPLY THEIR OWN HEAVY DUTY EXTENSION CORDS, TABLES, CHAIRS, FOOD-GRADE WATER HOSE AND WATER BUCKETS. If an electric hookup is needed, please submit a list of machines/appliances being used and amps needed, again EXTENSION CORDS ARE NOT SUPPLIED. **The City of East Chicago, the Park Department and the East Chicago Marina will not assume responsibility for booths, contents of booths and anything left overnight. For Fusic Fest there is security posted overnight so you can leave your items overnight. We attempt but do not guarantee we can maintain overnight power for refrigeration. Sunday night you must break down and remove all of your property, we will not store it for you anything you leave will be thrown away.** Food truck vendors also have access to water but must provide their own electricity via generator.

ELECTRICAL: **Non-Food vendors** are provided **ONE 110-volt** electrical service. Festival outlets provide 20 amperes (amps) for 110 outlets. Most **FOOD vendors** can expect to receive **(2) 20 amps 110-volt outlets**. **Vendors needing a 220V circuit must request this at least four weeks in advance**, and must provide their own cable and are advised to have their own 2-pole square D snap-in type circuit breaker. Our supply is limited so there is no guarantee that we can provide you with a 220V, you might need to provide your own generator. All requests will be considered and provided based on overall demand and safety. All conflicts, within limits, will be resolved by on-scene electrical staff.

RULES:

- Each Vendor is responsible for his/her own booth. The city will provide ONE tent (WHILE SUPPLIES LAST), **WE DO NOT PROVIDE TABLES AND CHAIRS.** Any Vendor adding an additional tent at the back of our tent must have proper equipment and supplies to weight it down. **Food Vendors must provide their own heavy-duty electrical cords, food-grade water hoses and FIRE EXTINGUISHERS.**

- Vendors are expected to exhibit during all hours of the festival. The festival is open to Food Vendors 18 years and older. The vendor must neatly display during the fest a clear sign listing the name of the booth, food choices and prices.

- **GREESE TRAPS** - Food Vendors must provide containers for the disposal of all waste grease and oil (keep these areas clean) and follow all food handling guides and requirements. Do not dump your containers in the grass or in any garbage receptacle. Vendors are responsible for properly discarding the used oil in proper containers, and transport back to the grease trap at their primary business or commissary.

- Any accepted Food or Craft Vendor who fails to show up to the festival will not be given a refund. Vendors are not permitted to sell their booth space or allow outside individuals/groups to use the space.

- Vendor will agree to display city festival posters/ flyers at their place of business pre-festival.

- East Chicago Special Events Dept has the right to limit entries per food item. The limited entries will be accepted on a **FIRST COME, FIRST SERVED BASIS.** A complete list of food items being sold must be submitted with the enclosed application. We have the right to ask a Food Vendor to stop selling an item if it was not listed on their application.

NO ALCOHOL OF ANY KIND CAN BE SOLD BY VENDORS

The Monday or Tuesday prior to each event, approved and paid vendors will receive emailed instructions and a map providing you with details on entrance, parking and set up hours.

2026 EVENTS/FESTIVALS

All spaces are limited and first come first accepted with minimal duplication so get your application in early

All Events Except FUSIC Food Vendor $75 Craft Vendor $30

FESTIVAL NAME	LOCATION	EVENT DATE	TIME	SUBMISSION DEADLINE
Rhythm & Soul Fest	Washington Park	Sat, JUNE 20TH	2pm – 8pm	FRIDAY, APRIL 17TH
Salsa Fest	Washington Park	Sat, JULY 18TH	2pm – 8pm	FRIDAY, MAY 15th
Kielbasa Fest	Kosciuszko Park	Sat, AUG 22ND	2pm – 8pm	FRIDAY, JUNE 19TH
Viva Fest	Washington Park	Sat, SEPT 19TH	2pm – 8pm	FRIDAY, JULY 17TH
FUSIC FEST NO KIDS 18 AND OVER	Jeorse Park Beach	Sat.& Sun. AUG. 1ST & 2ND	5pm - 11pm daily	FRIDAY, JUNE 5TH

FUSIC FEST - *Food Vendor:* $375 *Apparel Vendor* (footwear, hats, clothing etc.)**:** $150 *Small Craft Vendor:* $75

MOVIE NIGHTS - FOOD TRUCKS ONLY

Call Park Office To Sign Up / No Fee / Insurance And Food Safety Cards Required

Four Movie Nights in The Parks at 6pm / Dusk on Thursdays:

June 11th @ Tod Park June 25TH @ Washington Park July 9th @ Kosciuszko Park July 23rd @ Nunez Park



East Chicago 2026 Festival Vendor Application

All Events Except FUSIC Food Vendor $75 Craft Vendor $30

FUSIC FEST - *Food Vendor:* $375 *Apparel Vendor* (footwear, hats, clothing etc.)**:** $150 *Small Craft Vendor:* $75 **PLEASE READ AND COMPLETE THE APPLICATION IN FULL AND SUBMIT WITH ALL REQUIRED DOCUMENTATION**

Check All Fests That You Plan To Participate In:

_____ A. Rhythm & Soul- June 20TH _____ B. Salsa July 18th _____ C. Kielbasa August 15th

_____ D. Viva Fest Sept 19th _____ E. FUSIC Fest August 1ST & 2ND

Name	Phone
Address	Email
Emergency Contact	Phone
Business Name to Display on Booth	

PLEASE CHECK ONE: ☐ **FOOD TRUCK** ***Requires your own Generator** ☐ **FOOD BOOTH** ***We supply the Tent** ☐ **CRAFT BOOTH** ***We supply the Tent**

FOOD VENDOR List ALL foods and Drinks (NO ALCOHOL) to be sold. CRAFT List items for sale. Use back page if needed.

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

☐ **Accommodations for outlets per state code are made for FOOD vendors first.**

☐ **FOOD VENDORS ONLY - I need more than the (1) OR (2) 110 lines at 20 amps each that is being supplied, list ALL equipment (we will let you know if this is approved) _____**

☐ **I need a 220 line and 30 amps *If 220 is needed, you must go in a specific location dictated by our electrician and possibly bring your own generator. You must email and then discuss this with Natalie nadams@eastchicago.com or call 219-516-2061 at least four weeks in advance.**

Paying for these FEST(S) today: A. R&S FEST $_____ B. SALSA FEST $_____ C. POLISH FEST $_____

D. VIVA FEST $_____ E. FUSIC FEST $_____ MONEY ORDERS AND CREDIT CARDS ONLY, NO CHECKS!

Total Amount Paid: $_____ Receipt #_____ Date_____ NO REFUNDS!

NOTE: Please make money orders payable to "CITY OF EAST CHICAGO" and mail or bring to the East Chicago Marina, 3301 Aldis Ave., East Chicago, Indiana, 46312. Attn: Special Events/Festival.

I hereby release the City of East Chicago, East Chicago Parks & Recreation, East Chicago Marina, festival organizers and volunteers for any responsibility for injury, loss, theft or damage to myself,my guests or my property. They will not be held responsible for any loss, damage, defacement, or destruction of any property displayed by the vendor, no matter how it is caused or against any acts or omissions of the vendor, its agents, or employees. This also includes personal injury. **ALL INSURANCE, INCLUDING FOOD HANDLERS CARDS FOR PERSONNEL, PROPERTY AND PUBLIC LIABILITY MUST BE CARRIED BY THE FOOD VENDOR AND PRESENTED TO THE MARINA OFFICE WITH THIS COMPLETED APPLICATION.**

POLITICAL ACTIVITY RESTRICTION:

The East Chicago Special Event Team, Marina, Parks & Recreation, nor any other departments of the City of East Chicago, their officers, supervisors, or employees can guarantee any exclusivity of products being displayed at any City event. To reduce duplication and conserve space, the City reserves the right to limit the type of information being disseminated.

In addition, City-sponsored events are intended to remain nonpartisan community spaces. Vendors and participants are prohibited from displaying, distributing, selling, or promoting political campaign materials, political merchandise, advocacy literature, petitions, or messaging related to any candidate, political party, or ballot initiative. The City reserves the right to require the removal of such materials or revoke vendor participation if this policy is violated. By submitting this application, the vendor agrees not to engage in political campaigning or advocacy while participating in City events and acknowledges that they have read and agree to comply with this policy.

As a vendor, I agree to abide by every rule, regulation, policy, and procedure outlined in this application, and all directions issued by the Festival Staff and EC Health Dept. I understand that any violation of the aforementioned rules, regulations, policies, procedures and directions issued by staff may result in my removal from the festival and forfeiture of all paid fees. I also understand that submission of this application and payment does not guarantee a secured spot at the festival. You will be informed within a week and your fees will be refunded in the form of a check.

Printed Name_____ Signature _____ Date_____

Marina Staff Signature _____ Date _____