

SATURDAY, SEPTEMBER 12TH
JORDAN BLOCK

5:30PM TO 10PM

ONYX's

MIX'D & MINGLE

presented by **Best Impressions**
Promotional Products

Vendor Application

DUE BY AUGUST 14TH, 2026

BUSINESS

CONTACT INFO

Name

Phone number

Email

BUSINESS DESCRIPTION

I will be selling...

Vendor fee – \$25

checks can be mailed or delivered to 721 Columbus St., Ottawa IL

check this box if you need Illinois State Tax form

check this box if you need a large amount of electricity

questions? contact Caitlyn Tucker @ 815.883.0215

Scan here to pay



Thank you for your interest in being a vendor / food truck!

please send your business logo to onyx.illinois@gmail.com



OTTAWA NETWORK OF YOUNG EXECUTIVES

MIX'D & MINGLE

2026 Contract and Guidelines

presented by  Best Impressions
Promotional Products

Ottawa Network of Young eXecutives (ONYX) is excited to be working with our area vendors and food trucks to make their Mix'd & Mingle Fundraiser bigger and better than ever in 2026! **Please read the following guidelines carefully and fill out and return the final portion of this packet to be a vendor / food truck at the 2026 Mix'd & Mingle event.**

Mix'd & Mingle will be held Saturday, September 12th from with contest from 3-7 and vendors from 5:30-10pm in the downtown Ottawa. Vendors and Food trucks will be located down at the Jordan Block.

All persons intending to sell must, prior to participation in the event, file an application with ONYX which verifies that they are the actual grower or producer of the specific items which they intend to sell. Applicants must complete all vendor application forms before approval will be granted. All Food Trucks are to contact the City of Ottawa to ensure they have the proper licensing.

Participation is open to all 18 years of age and older.

All questions regarding food permits will go to the LaSalle County Health Department located at 717 E Etna Rd in Ottawa, IL. The LaSalle County Health Department can be contacted by phone at 815-433-3366, or Public Health Administrator Chris Pozzi can be emailed at cpozzi@lasallecountyil.gov. Vendors / food trucks are responsible for maintaining required permitting from the state of Illinois and/or the LaSalle County Health Department.

Policies

Professionalism: Any vendor / food truck that conducts themselves in an unprofessional or hostile manner will be asked to leave the event. Unprofessional or hostile behavior includes, but not limited to, yelling, swearing, and arguing, at vendors / food truck, customers, or coordinator.

Equipment and Supplies: Vendors / food trucks are to supply their own equipment, displays, tables, canopies, etc. Be prepared to adjust any tables, stands or displays that may be affected by the slope.

Early Departure Policy: Any tear down, or early departure must be approved by ONYX. The Mix'd & Mingle fundraiser event is advertised to take place until 10pm, and vendors / food trucks are expected to stay at least until 8pm.

Rainout Policy: There are no rainout refunds. The event will take place rain or shine.

Smoking Policy: We require all vendors / food trucks to step 15 feet from the sidewalks surrounding Jordan Block to smoke. There is no smoking allowed in your booth / truck, or booth / truck area.

Set-Up/Unloading & Tear Down Policy:

- **Unloading/Loading Process:** Vendors / food trucks may begin unloading their products 2 hours before their start time (5:30pm event start). Late set-up is allowed by the vendor / food truck coordinator with prior approval and communication. If you need more time, please let us know.
- **Tear Down:** All vendors / food trucks are responsible for the takedown and cleanup of their own booth, products, and area before leaving, including containers, waste, trimmings, trash and garbage.

Late Arrival Policy: If for any reason you cannot arrive at the Jordan Block 2 hours before your start time, please be considerate of vendors / food trucks already set up and of any customers at the event. Safety of our vendors, food trucks, and shoppers is our biggest concern.

Sampling: Samples will be allowed per LaSalle County Health Code.

Electricity: If you have heavy power usage or are in need of major electricity for any reason, please indicate on your registration form and/or let us know as soon as possible. Certain areas of the location have access to electricity while others do not.

Sales Tax: Illinois Sales Tax must be collected when it is required and is the responsibility of each vendor /food truck. You must provide a current copy of your Illinois Retail Sales Tax number certificate OR a copy of your Illinois Department of Revenue's authorization of not-for-profit status annually for our records. If sales tax is to be collected by the vendor the tax certificate must be displayed in full view at the event.

Social Media Policy: The ONYX Facebook page will promote the event and the vendors / food trucks present via social media event posts. Vendors / food trucks must be registered by August 14th to be included on the vendor / food truck list. Please send your business logo to onyx.illinois@gmail.com.

Mix'd & Mingle Vendor Fee

Full payment of \$25 vendor / food truck application fee must be included with application.

Mix'd & Mingle Affidavit Note: Violation or falsification of ANY of the conditions as set forth in the following legal affidavit will result in the IMMEDIATE and PERMANENT LOSS of permission to sell any product at the Mix'd & Mingle fundraising event.

ONYX Mix'd & Mingle Affidavit

I have read the Rules and Regulations and if accepted into this event, I hereby agree to abide by all the Policies and Guidelines adopted by ONYX's Mix'd & Mingle.

I also acknowledge those products must be of my own production or produced at the location(s) described on my application. I acknowledge full responsibility for all my activities in the event and for those assisting me. I acknowledge the authority of the Vendor / food truck Coordinator and the Ottawa Network of Young eXecutives to immediately settle any disputes regarding product legitimacy, procedural and vendor / food truck conduct violations and impose any penalties, including suspension or removal from the event. I understand the Mix'd & Mingle event does not carry any insurance policies to cover individual participants.

I certify the information contained in this application is true and accurate.

Name of business: _____

Signature: _____ Date: _____

Hold Harmless and Indemnification

The undersigned individual, partnerships, corporation or limited liability company, and/or its successors and assigns, in consideration of its partnership in the Mix'd & Mingle fundraising event, located downtown Ottawa and on the Jordan Block, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse the City of Ottawa, the Ottawa Area Chamber of Commerce, an Illinois municipal corporation and Ottawa Network of Young eXecutives, its officials, employees, from and against any and all actions, causes of action, claims, demands and expenses, including cost of defense and reasonable and necessary attorney fees, arising out of or in any way connected with the undersigned participation in Mix'd & Mingle, including, but no by way of limitation, claims for personal injury and/or property damage; excepting, however, any such claim or injury directly caused by the negligence or other conduct of the City of Ottawa, the Ottawa Area Chamber of Commerce and/or Ottawa Network of Young eXecutives, its officials, employees, servants and agents.

The undersigned acknowledges and agrees that the terms of this Hold Harmless and Indemnification are contractual in nature and are supported by valid consideration. The undersigned represents that he/she has a full and complete authority to execute this document.

Dated at Ottawa, IL this _____ day of _____, 20__.

Printed name of individual or entity

Signature of individual, partner or officer

THIS IS A LEGAL DOCUMENT AND CONFERS RIGHTS ON THE CITY OF OTTAWA, THE OTTAWA AREA CHAMBER OF COMMERCE, AND OTTAWA NETWORK OF YOUNG EXECUTIVES AND CREATES OBLIGATION AGAINST THE PARTY OR ENTITY SIGNING. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE SIGNING.