



Highwood Days & North Shore Taco Fest 2017 Vendor and Food Truck Application

- **NOTE:** This application is for ALL days of Highwood Days (Thur. & Fri.) & North Shore Taco Fest (Sat. & Sun.).
- **Vendors may not sell alcoholic beverages of any kind.**
- Spaces are 10' x 10' and include 1.) a tent and 2.) electric up to 20 amps.
- Any larger space will be charged an additional fee (see PAYMENT SCHEDULE below). This will be strictly enforced.
- Vendors are required to provide their own lighting, heat source and electrical cords which must be UL approved and outdoor grade.
- Additional electric will be provided at a rate of \$20 for each additional 20 amps (see PAYMENT SCHEDULE below).
- Please see the Vendor Handbook for additional information.

Vendor fee for Highwood Days & North Shore Taco Fest from Thursday, July 20 – Sunday, July 23, 2017 is \$250.

Location: Highwood Metra Station
317 Green Bay Rd., Highwood, Illinois 60040

Hours: Thursday, July 20: 4 PM – 10 PM
Friday, July 21: 4 PM – 11 PM
Saturday, July 22: 11 AM – 11 PM
Sunday, July 23: 11 AM – 9 PM

Date: _____

Contact Person(s): _____

E-Mail Address(s): _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Website/Facebook: _____

Items for Sale

Please provide a comprehensive list of items you intend to sell. This is the information that will appear on various marketing material to promote your products. All items for sale must be pre-approved to prevent duplications between multiple vendors. (Attach additional sheet if needed.)

List items:

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION

- ✓ **Application** on or before **July 1**. Placement is based on returning vendors and first come first placed spot.
- ✓ **Full Payment** required by **July 15**. See PAYMENT SCHEDULE below.
- ✓ **Signed Vendor Affidavit** available on celebratehighwood.org under the Vendor Info page.
- ✓ Copy of current **Certificate of Insurance** (COI) showing general liability of at least \$1,000,000 per occurrence, and naming **Celebrate Highwood** and **City of Highwood** as additional parties insured.
- ✓ If applicable, a **Lake County Health Department Certificate** associated with the preparation and serving of your food product.

PAYMENT SCHEDULE

Highwood Days & North Shore Taco Fest Vendor Fee @ \$250 \$ _____
(Includes 10'x10' space)

Additional Space Requested @ \$250 each 10'x10' space # _____ x \$250 = \$ _____

Additional Extension Cord Hook-up @ \$20 per cord # _____ x \$20 = \$ _____

TOTAL FEES: **\$ _____**

Please e-mail completed application to donna@celebratehighwood.org to hold a reservation, but full payment must be received by **July 15, 2017** to guarantee placement. *Please note that receipt of payment does not guarantee a placement. Celebrate Highwood reserves the right to accept/reject any submitted application. You will be notified of status after receipt of the application.*

Payment Options:

CHECK ____ CREDIT CARD ____

Make checks payable to **Celebrate Highwood**. For credit card payments, an invoice will be forwarded to your email address. Please note **a 3% service fee will be added to your credit card payment**.

CONTACT INFORMATION

Donna Walker

email: donna@celebratehighwood.org

cell/text: 847-668-1213

Celebrate Highwood

17 Highwood Ave.

Highwood, IL 60040

Attn: Highwood Days

Please bookmark and check our website for news and announcements: celebratehighwood.org

AGREEMENT OF TERMS

Yes, I would like to participate in **2017 Highwood Days & North Shore Taco Fest**, and hereby agree to sell or offer for sale only such items which are listed in the application, and which are of my/our production on the described property.

I/We swear that all information is correct and complete to the best of my/our knowledge. I/We hereby affirm that I/we have read and understand the CONDITIONS OF PARTICIPATION in the **Vendor Handbook** and agree to abide by all rules that have been established for the operation of the festival. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold Celebrate Highwood and the City of Highwood harmless and to indemnify Celebrate Highwood and the City of Highwood from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we must carry proof of said insurance when attending the festival. Enclosed herewith is my application.

Printed Name: _____

Applicant's Signature: _____

Date: _____