



Evening Gourmet Market 2019 Non-Profit Organization Vendor Application

- Please note that submission of this application does not guarantee space at the Highwood Evening Gourmet Market.
- Your application will be reviewed by the Celebrate Highwood Committee upon submission and you will be notified of acceptance at the email address listed below.
- Please note that a 10' x 10' booth space is provided at no charge, however, you are **required to provide your own table, chairs, signs, tent/canopy and any other equipment needed for the evening.** Please see the Market Vendor Handbook for more specific information.

Non-Profit Organization Fee for the Evening Gourmet Market is waived (\$0).

Date: _____

Non-Profit Business Name: _____

Contact Person(s): _____

E-Mail Address(s): _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Website: _____

EIN: _____

Intention of Participation

Please provide a detailed description of your intention in participating in the Evening Gourmet Market (ie. hand out informational literature, display items, etc.). *(Attach additional sheet if needed.)*

Detailed Description:

WEEKLY SCHEDULE REQUEST

- _____ Week 1: June 5
- _____ Week 2: June 12
- _____ Week 3: June 19
- _____ Week 4: June 26 (*NOTE: special theme night: Inferno Fest)
- _____ Week 5: July 10
- _____ Week 6: July 17
- _____ Week 7: July 24
- _____ Week 8: July 31
- _____ Week 9: August 7
- _____ Week 10: August 14 (*NOTE: special theme night: Garlic Fest)
- _____ Week 11: August 21
- _____ Week 12: August 28

****Space will be limited on special theme nights.***

Do you require an extension cord hook up?

YES ____ NO ____

Vendors using electricity are required to bring a 100 ft., 3-pronged outdoor rated and UL approved extension cord for each hook-up.

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION

- ✓ **Application** is due at least **one week before** requested market week. Apply early since space is limited and may not be available for week(s) requested.
- ✓ **Signed Vendor Affidavit** available on celebratehighwood.org under the Vendor Info page.
- ✓ Depending on your Intention of Participation, you may be required to submit a copy of a 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. They share the same address: 17 Highwood Ave., Highwood, IL 60040. **You will be notified if you are required to submit a COI.**

CONTACT INFORMATION

Please e-mail completed application to info@celebratehighwood.org to request a reservation.

Please note that submitting an application does not guarantee a placement at the Market. Celebrate Highwood reserves the right to accept/reject any submitted application. You will be notified of status after receipt of the application.

email: info@celebratehighwood.org
cell/text: 847-668-1213

Celebrate Highwood
17 Highwood Ave.
Highwood, IL 60040
Attn: NPO Evening Market

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

AGREEMENT OF TERMS

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 **2019 Evening Gourmet Market Vendor Handbook** and agree to abide by all rules that have been established for the operation of the Market. 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 Market. Enclosed herewith is my application for the Market.

Printed Name: _____

Applicant's Signature: _____

Date: _____