



Celebrate Highwood Market, Music & Social 2020 Artisan Vendor Application

In order to reduce paper use, please note that this application can be filled out on your computer. 1) Save a copy to your hard drive for your records and 2) email it back as an attachment to info@celebratehighwood.org.

- **Vendor** application deadline to guarantee participation in the market is **May 15, 2020**. Payment is due in full by **May 31, 2020**.
- The Market operates on all dates RAIN or SHINE.

Artisan Fee for the Market, Music & Social is \$180.

Dates: Wednesday, June 10 – Wednesday, August 19

*NOTE: No Market on Wednesday, July 1

Hours: 4:30 PM – 9:30 PM

Location: Everts Park, 130 Highwood Ave., Highwood
(between Highwood Ave. and North Ave. just west of Green Bay Rd.)

Date: _____

Business Name: _____

Contact Person(s): _____

E-Mail Address(s): _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Website/Facebook: _____

Space of 10' x 10' is provided as part of the Market, Music & Social fee. Any larger space will be charged an additional fee (see PAYMENT SCHEDULE below). This will be strictly enforced.

Booth Size: _____

Will you be distributing samples or preparing food on site? YES ____ NO ____

If you answered YES, you will be required to obtain and provide a Temporary Food Service Permit from the Lake County Health Department. Information and permits can be obtained at <http://www.lakecountyl.gov/2313/Food-Safety> or by calling 847-377-8040.

Will you be selling wine, beer or liquor? YES ____ NO ____

If you answered YES, please note that all alcohol sales must be pre-approved. Upon approval, you must apply for both a City of Highwood Special Event Liquor License (<http://www.cityofhighwood.com/DocumentCenter/View/254>) and State of IL Liquor License (<https://www.illinois.gov/ilcc/Pages/Home.aspx>).

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:

Will you require electricity? YES ____ NO ____

If YES, add \$50 per electrical cord hook-up to your seasonal rate. 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** on or before **May 15**. Placement is based on returning vendors and first come first placed spot.

- ✓ **Full Payment** required by **May 31**. 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. They have the same address: 17 Highwood Ave., Highwood IL 60040.
- ✓ If applicable, a **Lake County Health Department Certificate** associated with the preparation and serving of your food product.
- ✓ If applicable, **City of Highwood Special Event Liquor License** number and **State of IL Liquor License** number.

PAYMENT SCHEDULE

Market, Music & Social (11 weeks from June 10 to August 19) @ \$180 \$ _____
 (Includes 10'x10' space) (*no Market July 1)

Additional Space Requested @ \$180 each 10'x10' space # _____ x \$180 = \$ _____

Extension cord hook-up @ \$50 per cord # _____ x \$50 = \$ _____

TOTAL FEES: \$ _____

Please e-mail completed application to info@celebratehighwood.org to hold a reservation, but full payment must be received by **May 31, 2020** to guarantee placement at the Market.

Please note that receipt of payment 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.

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

email: info@celebratehighwood.org

Celebrate Highwood
 17 Highwood Ave.
 Highwood, IL 60040
 Attn: Market Music & Social

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

AGREEMENT OF TERMS

Yes, I would like to participate in the **Celebrate Highwood Market Music & Social 2020**, and hereby agree to sell or offer for sale at the Market, 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 **Market, Music & Social 2020 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 2020 Market season.

Printed Name: _____

Applicant's Signature: _____

Date: _____

