



## CELEBRATE HIGHWOOD MARKET, MUSIC & SOCIAL 2020 VENDOR HANDBOOK

### GENERAL INFORMATION

Operating each Wednesday beginning Wednesday, June 10 and ending Wednesday, August 19. (\*NOTE: No Market on Wednesday, July 1)

Located at Everts Park (130 Highwood Ave., Highwood) between Highwood Avenue and North Avenue (just west of Green Bay Road).

Hours are 4:30 PM – 9:30 PM.

The Market operates on all dates RAIN or SHINE.

Special market dates include the following:

- *Inferno Fest on June 24* - Celebrating all things hot-and-spicy.
- *Garlic Fest on August 12* - Expected to attract over 5000 attendees, the 10<sup>th</sup> annual Garlic Fest offers sweet, savory and cocktail recipes featuring the stinking rose. A highlight includes a Taste of Garlic Competition for the Savory and Sweet categories.

### CONDITIONS OF PARTICIPATION

Vendors may not sell from their vehicles (excluding Food Trucks).

All merchandise must be wheeled/carried to their assigned spaces.

Vendors must provide their own tent, tables and chairs.

Vendors must provide electrical cords (\$50 per each extension cord hook-up), lighting and heat source.

Attendance for each Market week is mandatory. In case of emergency, contact Celebrate Highwood immediately.

Vendors at the Market, as well as their employees, shall at all times conduct themselves in a pleasant and courteous manner.

Vendors and their employees shall avoid using unduly loud, vulgar, profane or otherwise disagreeable language.

They shall further avoid all appearance of having been or being in a drinking or intoxicated condition.

They shall further avoid any belligerent action(s) which lead to or promote disputes, disagreements or altercations with other vendors, prospective customers, visitors, or any other persons on the Market premises.

In the event other persons, other than a vendor or his employees, cause or promote an altercation or dispute with a vendor, the vendor shall seek the advice and assistance of the Celebrate Highwood staff.

***Celebrate Highwood reserves the right to dismiss a vendor from the Market permanently for non-attendance or non-compliance of the Conditions of Participation. No refund will be given.***

## **GARBAGE REMOVAL**

As we are a 501(c)(3) public charity that relies on the kindness and dedication of its volunteers to operate, we ask that you DO NOT DISCARD your end-of-operations trash into our bins. Our volunteers work hard to monitor the festival site and empty filled bins and clear waste left on tables and on the grounds.

Please use the dumpsters available on the back fence of the Highwood Library parking lot located on the south-east corner of Everts Park.

If you fill the trash bin near your area, PLEASE roll it to the dumpsters at the end of the evening before leaving the park.

PLEASE do not discard your garbage in the park and leave it for our hard-working volunteers to have to clean up before they go home for the night.

## **SPACE ASSIGNMENT**

All vendor space assignments are issued by Celebrate Highwood upon application approval.

The highest priority for assignment of space is given to returning vendors and then on a first-come, first-serve basis.

## **VENDOR SPACE DIMENSIONS**

Each assigned space is 10'x10'.

Additional spaces can be purchased.

Prior to the start of the season, vendors will receive a diagram showing their assigned space.

Unless other arrangements are made with Celebrate Highwood, the vendor will occupy the same space for each Market date. If issues arise with the assigned space, contact the Celebrate Highwood staff immediately.

Some spaces at the Market may be purposely left vacant to allow for overlap of tents and/or ease crowding within the rows.

Vendors must keep their produce, displays, and employees within the marked space for selling purposes.

## TENT & SPACE SET-UP

Vendors must set up their own booths/tents/etc. There will be Market staff available if issues arise during set-up.

Please ask Market staff for assistance if you're unsure how to set-up your booth.

Booth space frontage should be consistently lined up with neighboring vendors along the row.

Clearance in the aisles must be kept for crowds and accessibility.

***All tents/canopies must be weighted down with at least 25 pounds per leg, regardless of forecasted weather conditions.***

## SET UP & TAKE DOWN

Set-up is to occur between the hours of 2:00-4:00 pm.

All vendors must be ready for inspection with tents secure by 4 PM.

Take-down not before Market close at 9:30 PM. No Exceptions. (See WEATHER CONDITIONS below.)

Vehicles may be driven into the park for unloading/loading ONLY before or after Market operating hours. Use extreme care when maneuvering around the other vendors in your vehicle.

Vehicles may not be left in the park during Market operating hours. (See PARKING below.)

***Under NO circumstances may a vehicle be driven through the park during Market operating hours.***

## BOOTH MATERIALS

All tents, booths or canopies must be made from fire retardant material.

Products and goods may be sold from tables, carts, or other similar structures.

All tables, chairs, tents, and other booth infrastructure will be supplied by the vendor.

Celebrate Highwood does not provide and is not responsible for the set-up of any tables, tents, chairs or other booth materials to vendors.

## ELECTRICITY

Vendors who would like to use electricity must indicate this on the application and pay an additional fee per each electrical cord hook-up requested (see the Vendor Application for more details).

Vendors using electricity must secure cords tightly and safely to the ground using 4" wide tunnel tape or plastic cord covers provided by the vendor.

All extension cords must be outdoor grade and UL approved. No other extension cords are permitted.

We have 20 amp max, 110 volt standard outlets. Vendors are required to bring a 3-pronged outdoor rated and UL approved extension cord for use for each electrical cord hook-up requested.

*Vendors are prohibited from bringing their own generators onto the festival grounds.*

## COOKING EQUIPMENT

***The Highland Park Fire Department does NOT allow any open flame cooking under a tent or canopy.***

All vendor booths using a deep fryer and/or open flame burners are required to have both, a K class extinguisher and 10 lb. ABC fire extinguisher.

Fire inspections by the Highland Park Fire Department are required for all events that have any type of cooking activities, whether under a tent or inside of a vendor type vehicle such as a Food Truck.

All propane cylinders shall be secured and/or chained. All cylinders shall meet current safety standards and shall have a current inspection date on the cylinder. All propane regulators shall be secured and shall not be allowed to hang loose.

Frying, cooking or grilling operations shall be done in accordance with the Highland Park Fire Department rules and regulations.

Extension cords shall not be used unless they are rated for exterior use, UL approved and are sized correctly for the appliance (see ELECTRICITY above).

Sales cannot commence until booth has been properly inspected. Tents must be ready for inspection by 4:00 pm.

## SAMPLES

Samples are allowed and encouraged, however, before producing samples please be sure that you are familiar with and abide by any and all Lake County Health Department regulations in regards to food sampling.

To inquire about sampling procedures for your product(s) please visit the Lake County Health Department website (<http://www.lakecountyil.gov/2313/Food-Safety>) or call 847-377-8040 for information.

## SIGNAGE

Signs prominently displaying the vendor name and price ranges of products are required. We suggest signage be at least 11"x17" in size.

Signage is important not only for promotional purposes, but also for tracking vendor attendance and location/placement. Please keep this signage within assigned booth space(s).

## PARKING

Vendors must park their vehicles in the street(s) adjacent to Everts Park along Highwood Ave., North Ave. or in the Highwood Metra lot (accessible through Walgreen's parking lot east of the tracks on Highwood Ave.).

The Everts Park and Highwood Library parking lots are reserved for patrons of the Market.

Do NOT park in the Highwood Post Office parking lot. Doing so could result in your vehicle being towed.

If you have a trailer and/or require an over-sized parking space, please contact Celebrate Highwood staff for a parking assignment.

## HAND WASHING

Vendors that require hand washing stations per the Lake County Health Department must acquire and maintain their own temporary hand washing station.

The Market does provide water for vendors via two spigots located in Everts Park at the water fountains.

## NO SMOKING

Smoking is not permitted anywhere within Everts Park or the Market area.

## MAINTENANCE AND APPEARANCE

Table and other fixtures should be in good repair.

All produce must be kept off the ground.

Market products should be of a high quality. Products that do not meet this quality criterion may be removed at Celebrate Highwood's discretion. Vendors who fail to comply with this requirement are subject to suspension or termination from the Market.

## WEATHER CANCELATIONS

The Market Music & Social is an outdoor market that ***takes place rain or shine.***

If the weather becomes unsafe for Market operations, Celebrate Highwood will contact all participants as early as possible to cancel the Market for the day.

NO refunds will be issued due to weather cancelations.

## EMERGENCY PROTOCOL

As with any large public event, it is necessary to establish an emergency/crisis management plan and ensure that all vendors are aware of this plan. Examples of an emergency situation include the following: explosion or an accident involving multiple victims, firearm(s) being discharged, a suspicious package, a fire that is not under control or a chemical spill with fire or fumes and severe weather (i.e. tornado).

The Market does not have a speaker system, therefore, it is necessary that there is open communication with Market staff in regards to a potential emergency situation. As always, please call 9-1-1 if an emergency situation is taking place.

As part of our evacuation plan, we ask that 1.) you remain calm and 2.) instruct your staff and patrons to immediately evacuate the Market site through the nearest exit/gateway.

In the event of severe weather, please immediately evacuate the Market and go to either 1.) the Highwood Library building (located on the southeast corner of Everts Park) if you are on the South side of the Market or 2.) the Highwood Recreation Center (located on Green Bay Rd.) if you are on the North side of the Market.

Do not return to the Market site until directed by public safety officials.

If you have concerns during a Market, please reach out to the Celebrate Highwood staff.

## APPLICATION PROCEDURES AND REQUIRED PAPERWORK

A completed *Market Music & Social Vendor Application* is required. Please refer to the document for submission instructions.

Additional Documents Required:

✓ **Certificate of Insurance**

The Market Music & Social requires that all vendor participants carry liability and vehicle insurance and provide a Certificate of Insurance (COI) showing general liability of at least \$1,000,000 per occurrence naming 1.) Celebrate Highwood and 2.) the City of Highwood as additionally insured. They have the same address: 17 Highwood Ave., Highwood IL 60040.

All vendors must submit a copy of the *COI* in order to participate in the Market Music & Social.

✓ **Signed Affidavit**

All vendors agree to hold harmless and indemnify Celebrate Highwood and the City of Highwood, and agents, representatives and employees of those organizations, from any and all responsibilities, losses of income, claims, damages, lawsuits, reasonable attorney fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any rules or from the sale or consumption of goods sold by the vendors at the Market.

All vendors must submit a signed *Celebrate Highwood Affidavit* in order to participate in the Market Music & Social.

✓ **Lake County Health Department Certificate**

All Market vendors who will be cooking, serving, or offering food samples will be required to obtain a Temporary Food Service Permit from the Lake County Health Department. You must also have your Health Department certificate with you at your booth at all times. Representatives of the Lake County Health Department will make periodic inspections.

Please contact the Lake County Health Department (<http://www.lakecountyil.gov/2313/Food-Safety>) or call 847-377-8040 for information or to request an application.

Vendors selling fresh produce, or non-potentially hazardous (i.e. needing no refrigeration or heating), or packaged products, do not require a permit.

✓ **Liquor Licenses** (for vendors pre-approved to sell alcoholic beverages only)

Vendors may not conduct the sale or sampling of alcoholic beverages, without the prior approval of Celebrate Highwood and acquisition of the proper permits. Please indicate on your application if you wish to sell alcoholic beverages.

If approved, you will be required to obtain the 1.) City of Highwood Special Events Liquor License (<http://www.cityofhighwood.com/DocumentCenter/View/254>) and 2.) IL State Liquor License. Vendors are responsible for all applicable fees in obtaining these licenses.

Copies of licenses MUST be available for review and/or posted at the vendor booth prior to selling at the Market.

## PAYMENT

Vendors may pay by check (made payable to Celebrate Highwood) or credit card. See the *Vendor Application* for complete instructions on submitting payment.

Vendors must submit payment in full **before the start** of the first week of the Market season (and no later than May 31, 2020).

Nonpayment by season Market start is cause for termination at the discretion of Celebrate Highwood.

## CONTACT INFORMATION

To submit all required paperwork, please **email** the following attachments: 1.) Market Music & Social Application, 2.) Signed Affidavit, and 3.) COI

email: [info@celebratehighwood.org](mailto:info@celebratehighwood.org)

Mailing Address:

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

Please bookmark and check our website for news and announcements:

[celebratehighwood.org](http://celebratehighwood.org)

*NOTE: Market rules are subject to change at the discretion of Celebrate Highwood. Vendors will be notified if changes are made during the Market season.*

