



Celebrate Highwood “Toagie” Fest 2021 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*
- 2) Email the completed form as an attachment to sydney@celebratehighwood.org*

Celebrate Highwood’s “Toagie” (Taco & Hoagie) Fest will take place **Thursday, July 15, 2021**, through **Sunday, July 18, 2021**, at the Highwood Metra Station (317 Green Bay Rd., Highwood, Illinois 60040). The Fest operates on all dates, **RAIN or SHINE**.

Vendor application deadline is **Friday, June 18, 2021**. Applications received **after this date** will be subject to an **\$80 late fee**. A notification regarding participation status will be sent out by **Friday, June 25, 2021**. Upon acceptance as a Celebrate Highwood Vendor, a **non-refundable** payment to: **Celebrate Highwood, LLC** will be **due in full** on, or before, **Friday, July 2, 2021**.

Vendor participation fee for “Toagie” Fest is **\$250**. Electric hookup is included for no additional fee. Tent rental is available for an additional fee of \$150. Booth placement is based on returning vendors and first come-first placed. If payment is not confirmed by July 2, 2021, spots will be given to vendors on waitlist. **No exceptions.**

Dates: Thursday, July 15 - Sunday, July 18, 2021

Time: Thursday: 5:00 PM - 11:00 PM
Friday: 5:00 PM - 11:00 PM
Saturday: 12:00 PM - 11:00 PM
Sunday: 12:00 PM - 9:00 PM

Location: Highwood Metra Station (317 Green Bay Rd., Highwood, IL 60040)

Company Name: _____

Vendor Name: _____

Vendor Type (Food Truck, Restaurant Booth, Bar, etc.): _____

Phone Number: _____ or Cell Number: _____

Street Address: _____

City, State: _____ Zip Code: _____

E-mail Address: _____

Website / Facebook Page: _____

1. Booth space of **10' x 10'** is provided as part of the "Toogie" Fest fee. (Note: Any larger space will be charged an additional fee of \$125 per 5'.) **This is strictly enforced.**

Required Booth Size: _____

2. **Electric hook-up is included in the vendor fee.** (Note: Vendors must include a detailed list of all the equipment you plan to use (refrigeration, cooking and/or warming equipment, etc.)

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

➤ ***Any lighting must be LED and provided by vendors.** No exceptions.*

Please provide a detailed list of all the equipment you intend to bring:

3. **ALL** vendors preparing and distributing food on site 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 <https://www.lakecountyil.gov/2319/Forms-and-Applications> or by calling 847-377-8040.

If you need assistance with acquiring a food service license, please feel free to contact us so that we may help you through the process.

4. 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**:*

- *City of Highwood Special Event Liquor License
(<https://www.cityofhighwood.com/293/Special-Event-PermitLicensing>)*
- *State of IL Liquor License (<https://www2.illinois.gov/ilcc/Pages/Applications.aspx>)*

If you need assistance with acquiring a liquor license, please feel free to contact us so that we may help you through the process.

5. **Items for Sale:** Please provide a comprehensive list of items you intend to sell, including a *description of the taco/hoagie you plan to sell and how it differentiates you from other vendors.* This information will appear on various marketing materials to help promote your business. **All items for sale must be pre-approved** to prevent duplications between multiple vendors. *(Attach additional sheet if needed.)*

6. Toagie Fest takes place from **Thursday, July 15, 2021**, through **Sunday, July 18, 2021**. The \$250 vendor fee covers all four festival days. If you are unable to attend any of the Toagie Fest days, the fee remains the same. *Please specify which days you plan to attend:*

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:

- ✓ Application due on or before **June 18, 2021**. Once approved, placement is based on returning vendors and first come first placed.
- ✓ Full Payment required by **July 2, 2021** to reserve spot as a 2021 “Toagie” Fest vendor.
- ✓ **Signed Vendor Affidavit** – Click [here](#) to access the document or go to the “Vender Info” tab on www.celebratehighwood.org.
- ✓ 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. Both parties have the same address: 17 Highwood Ave., Highwood IL 60040.
- ✓ 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 Illinois Liquor License number**.

Please e-mail completed application to sydney@celebratehighwood.org to request participation. Pending acceptance, a payment in full must be received on, or before, July 2, 2021 to guarantee placement at the "Toagie" Fest.

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

Payments can me made by **check** or **credit card**. **Checks can be made 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: sydney@celebratehighwood.org

Address: Attn: Toagie Fest
Celebrate Highwood 17 Highwood Ave.
Highwood, IL 60040

Phone: (847) 432-6000

Please visit our website for news and announcements: www.celebratehighwood.org.

Click [here](#) to join our newsletter!

AGREEMENT OF TERMS

Yes, I would like to participate in the *Celebrate Highwood "Toagie" Fest 2021*, and hereby agree to sell or offer for sale at the Fest, 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 *"Toagie" Fest 2021 Vendor Handbook* and agree to abide by all rules that have been established for the operation of the Fest. 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 "Toagie" Fest. Enclosed herewith is my application for the 2021 "Toagie" Fest.

Printed Name: _____ **Date:** _____

Signature: _____