



Bloody Mary Fest – Vendor Application 2023

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 Bloody Mary Fest will take place **Sunday, June 11, 2023**, at Everts Park (130 Highwood Ave., Highwood, IL 60040). Restaurant/Bar participation fee is **\$150** (or \$100 for 2023 seasonal Evening Gourmet Market vendors). Artisan vendor participation fee is **\$50** (or \$35 for 2023 seasonal Evening Gourmet Market vendors).

Application deadline is **Friday, May 26, 2023**. Upon acceptance as a Bloody Mary Fest vendor, a **non-refundable** payment to **Celebrate Highwood, LLC** will be **due in full** on, or before, **Friday, June 2, 2023** or you will incur a **\$50 late fee**.

NOTE: Bloody Mary Fest is a **ticketed event**. Celebrate Highwood holds the liquor license for Bloody Mary Fest, which means **all vendors planning to sell alcoholic beverages on-site must purchase liquor directly from Celebrate Highwood**. In addition to the fixed vendor fees stated above, there is an additional fee of **10% of gross ticket sales** for alcohol and food sales. **These fees only apply to restaurant and bar vendors, NOT artisan vendors**. Fees will be calculated and deducted from your ticket sales prior to receiving a reimbursement from Celebrate Highwood. Reimbursement checks will be mailed to each participant within 3-5 business days of the event.

Booth placement is based on returning vendors and first come-first placed. If payment is not confirmed by Friday, June 2, 2023, spots will be given to vendors on waitlist. **No exceptions**.

Dates: Sunday, June 11, 2023

Time: 10:00 AM - 5:00 PM

Location: Everts Park, 130 Highwood Ave., Highwood, IL 60040

(Between Highwood Ave. and North Ave., just west of Green Bay Rd.)

Company Name: _____

Your Name: _____ Date: _____

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 Bloody Mary Fest fee. (Note: Any larger space will be charged an additional fee.) **This is strictly enforced.**

Requested Booth Size: _____

2. **One 20-amp circuit is included in your booth fee.** For anything over 20-amps, there will be a **\$50 fee** for each **additional 20-amp hook-up**. (Note: We may request detailed equipment information if you have any refrigeration, cooking and/or warming equipment.)

- *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.** Lighting for booths does not count towards additional electrical fees.*

Will you require **more** than 20-amps? YES _____ NO _____

*If you answered **YES**, please provide a detailed list of equipment you intend to bring:*

3. 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 <https://www.lakecountyil.gov/2319/Forms-and-Applications> or by calling 847-377-8040.*

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 licenses:*

- *City of Highwood Special Event Liquor License (Call Jaime at 847-432-1924).*
- *State of IL Liquor License (<https://www2.illinois.gov/ilcc/Pages/Applications.aspx>)*

If you need assistance acquiring a temporary food service permit or event 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. This is the information that will appear on various marketing materials to promote your products. **All items for sale must be pre-approved.** (*Attach additional sheet if needed.*)

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:

- ✓ *Application* due on or before **May 26, 2023**. Placement is based on returning vendors and first come first placed.
- ✓ *Full Payment* required by **June 2, 2023** to reserve spot as a Bloody Mary 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 both *Celebrate Highwood* and *City of Highwood* as additional parties insured. Both parties 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 Illinois Liquor License number**.

Please e-mail completed application to sydney@celebratehighwood.org to request participation. Pending acceptance, a payment made in full must be received on or before June 2, 2023 to guarantee placement at Bloody Mary Fest.

Please note that receipt of application does not guarantee a placement at Bloody Mary 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 be made by **check** or **credit card**. **Checks should 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: Bloody Mary 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 *Bloody Mary Fest 2023*, 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 *Bloody Mary Fest 2023 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 Fest. Enclosed herewith is my application for the 2023 Bloody Mary Fest.

Printed Name: _____ **Date:** _____

Signature: _____