



Celebrate Highwood Evening Gourmet Market 2023 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 Evening Gourmet Market events will take place every **Wednesday** evening, starting **June 7**, through **August 30, 2023**, at Everts Park (130 Highwood Ave., Highwood, IL 60040). There will be **NO** market on July 5. Vendors are expected to participate throughout the **entire** 12-week duration of Market season. Themed markets are included in the seasonal rate: Margarita Night (7/19) and Garlic Fest (8/16). The Market operates on all dates, **RAIN or SHINE**.

Vendor application deadline is **Friday, May 19, 2023**. Upon acceptance as a Celebrate Highwood vendor, a **non-refundable** payment to **Celebrate Highwood, LLC** will be **due in full** on, or before, **Friday, May 26, 2023** or you will incur a **\$50 late fee**.

Evening Gourmet Market vendor fees:

- Artisan:** \$180
- Restaurant/Food:** \$250
- Bar** (or restaurant selling alcohol): \$300
- Food Truck:** \$500

Booth placement is based on returning vendors and first come-first placed. If payment is not confirmed by Friday, May 26, spots will be given to vendors on waitlist. **No exceptions.**

Dates: Wednesday, June 7 - Wednesday, August 30, 2023

Time: 4:30 PM - 9:30 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: _____

Vendor Type (Artisan, Restaurant, Bar, Food Truck): _____

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 Evening Gourmet Market fee. (Note: A larger booth 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, a **\$50 fee** for each **additional 20-amp hook-up** will be added to your seasonal rate. (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
(<http://www.cityofhighwood.com/DocumentCenter/View/254> or call 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 contact us so that we may help you through the process.

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 May 26, 2023 to guarantee placement at the Market.

Please note that receipt of 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.

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: Evening Gourmet Market
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 Evening Gourmet Market 2023*, 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 *Evening Gourmet Market 2023 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 2023 Market season.

Printed Name: _____ **Date:** _____

Signature: _____