



## The Great Highwood Pumpkin Fest 2023 Artisan Retail Vendor Application

*In order to reduce paper use, please note that this application can be filled out on your computer. Save a copy to your hard drive for your records and email it back as an attachment to [sydney@celebratehighwood.org](mailto:sydney@celebratehighwood.org).*

An “Artisan Retail Vendor” is any vendor that sells craft, boutique, clothing and/or specialty items (no food or drink items).  
Artisan Retail Vendors are assigned a space within the Pumpkin Fest grounds. Spaces are 10’ x 10’ and **include electric up to 20 amps**. Note the fee does **NOT** include a tent/canopy or weights. You must provide your own. Please see the Pumpkin Fest Vendor Handbook for more information. Additional booth space available for a fee. Any larger space will be charged an additional fee. This will be strictly enforced. Vendors are required to provide their own tent/canopy, weights, lighting, heat source and electrical cords which must be UL approved and outdoor grade. Additional electric will be provided at a rate of \$50 for each additional 20 amps.

***Please see the Pumpkin Fest Vendor Handbook for additional information.***

Fee: \$150

Location: Downtown Highwood

Hours: Friday, October 6: 4 PM – 11 PM  
Saturday, October 7: 11 AM – 11 PM  
Sunday, October 8: 11 AM – 9 PM

Date: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

E-Mail Address(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Website/Facebook: \_\_\_\_\_

Booth Size: (10x10 included. \$75 fee for each additional 5' of space) \_\_\_\_\_

**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.

List of items for sale (attached additional sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION**

- ✓ **Application** on or before **Friday, September 29**. Placement is based on returning vendors and first come first placed spot.
  
- ✓ **Full Payment** required upon acceptance as a vendor and must be paid no later than **Friday, September 29**. Payment not received by 9/29 will be subject to a \$50 late fee.
  
- ✓ 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 share 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.

Please e-mail completed application to [sydney@celebratehighwood.org](mailto:sydney@celebratehighwood.org) to hold a reservation, but full payment must be received by **September 29, 2023** to guarantee placement.

*Please note that receipt of payment does not guarantee a placement. 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: [sydney@celebratehighwood.org](mailto:sydney@celebratehighwood.org)

Celebrate Highwood  
17 Highwood Ave.  
Highwood, IL 60040  
Attn: Pumpkin Fest

Please bookmark and check our website for news and announcements: [celebratehighwood.org](http://celebratehighwood.org)

### AGREEMENT OF TERMS

Yes, I would like to participate in **The Great Highwood Pumpkin Fest 2023** and hereby agree to sell or offer for sale 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 **Vendor Handbook** and agree to abide by all rules that have been established for the operation of the festival. 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 festival. Enclosed herewith is my application.

Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_