



## Celebrate Highwood Evening Gourmet Market 2024 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](mailto:sydney@celebratehighwood.org)*

Celebrate Highwood's Evening Gourmet Market events will take place every **Wednesday** evening, starting **June 5**, through **August 28, 2024**, at Everts Park (130 Highwood Ave., Highwood, IL 60040). There will be **NO** market on July 3. Vendors are expected to participate throughout the **entire** 12-week duration of Market season. Themed markets are included in the seasonal rate: Inferno Fest (6/26), Margarita Night (7/17) and Garlic Fest (8/14). The Market operates on all dates, **RAIN or SHINE**.

Vendor application deadline is **Friday, May 17, 2024**. 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 24, 2024** or you will be subject to a **\$50 late fee**.

Evening Gourmet Market vendor fees:

- Non-Food Artisan:** \$180
- Food/Restaurant:** \$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 24, spots will be given to vendors on waitlist. **No exceptions.**

**Dates:** Wednesday, June 5 - Wednesday, August 28, 2024

**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/Craft, 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.*

5. **Items for Sale:** Please provide a comprehensive list of items you intend to sell, including one product/item that 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.)*

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**VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:**

- ✓ *Application* due on or before **May 17, 2024**. Once approved, placement is based on returning vendors and first come first placed.
  
- ✓ *Full Payment* required by **May 24, 2024** to reserve spot as a 2024 seasonal vendor.
  
- ✓ **Signed Vendor Affidavit** – This document can be found on the “Vender Info” tab on [www.celebratehighwood.org](http://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](mailto:sydney@celebratehighwood.org) to request participation. Pending acceptance, a payment made in full must be received on or before May 24, 2024 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](mailto: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](http://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 2024*, 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 2024 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 2024 Market season.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_