



## Garlic Fest Vendor Application Evening Gourmet Market – Special Theme Night 2024

*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 [info@celebratehighwood.org](mailto:info@celebratehighwood.org)*

Celebrate Highwood's Garlic Fest will take place **Wednesday, August 14, 2024**, at the Evening Gourmet Market at Everts Park (130 Highwood Ave., Highwood, IL 60040). Participation fee for vendors at the themed Market is: **\$25** for **artisan/craft** vendors, or **\$100** for **food/restaurant** vendors.

Application deadline is **Friday, August 2, 2024**. Upon acceptance as a Celebrate Highwood Garlic Fest vendor, a **non-refundable** payment to: **Celebrate Highwood, LLC** will be **due in full** on, or before, **Wednesday, August 7, 2024**.

Booth placement is based on returning vendors and first come-first placed. If payment is not confirmed by August 7, booths will be given to vendors on waitlist. **No exceptions.**

**Dates:** Wednesday, August 14, 2024

**Time:** 4:30 PM - 9:30 PM

**Location:** Everts Park, 102 Highwood Ave., Highwood, IL 60040

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

Company Name: \_\_\_\_\_

Contact 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 Garlic Fest fee. (Note: Any larger space will be charged an additional fee of \$50 per 5'.) **This is strictly enforced.**

Required 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 **additional** electricity?      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 <http://www.lakecountvil.gov/2313/Food-Safety> 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. This is the information that will appear on various marketing materials to promote your products. **All items for sale must be pre-approved.** Featured item(s) sold must be in keeping with the theme of the Market (i.e. garlic-related items for Garlic Fest). (*Attach additional sheet if needed.*)

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**VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:**

- ✓ *Application deadline is **August 2, 2024**. Upon acceptance, *payment* is due on or before **August 7, 2024**. Placement is based on returning vendors and first come first placed.*
- ✓ **Signed Vendor Affidavit** – Click [here](#) to access the document or go to the “Vendor 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 *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** special event permit associated with the preparation and serving of your food product(s).
- ✓ 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 in full must be received on, or before, August 7, 2024 to guarantee placement at Garlic Fest.

*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 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](mailto:sydney@celebratehighwood.org)

Address: Attn: Garlic Fest  
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 Garlic Fest 2024*, and hereby agree to sell or offer for sale at the event 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 Garlic Fest.

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

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