



Celebrate Highwood International Mural Fest 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*

Celebrate Highwood's inaugural International Mural Fest is scheduled to take place **Saturday, June 8** and **Sunday, June 9, 2024** (552 Bank Ln., Highwood, IL). The Fest operates **RAIN or SHINE**.

Vendor application deadline is **Friday, May 24, 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 31, 2024** or you will incur a **\$50 late fee**.

Food vendor participation fee is **\$150**.

Artisan/craft participation fee is **\$100**.

Dates: Saturday, June 8 - Sunday, June 9, 2024

Time: Saturday: 12:00 PM - 8:00 PM

Sunday: 12:00 PM - 7:00 PM

Location: 552 Bank Ln., Highwood, IL 60040

Company Name: _____

Your Name: _____

Vendor Type (Restaurant or Food Truck): _____

Phone Number: _____ or Cell Number: _____

Street Address: _____

City, State: _____ Zip Code: _____

E-mail Address: _____

Website / Facebook Page: _____

1. **ALL** vendors preparing and distributing food on site 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.

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.

2. Vendors are **NOT permitted to sell alcoholic beverages** at Mural Fest. Celebrate Highwood will have a bar on-site.
3. **Items for Sale:** Please provide a comprehensive list of items you intend to sell. 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.)*

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:

- ✓ Application due on or before **Friday, May 24, 2024**. Once approved, placement is based on returning vendors and first come first placed.
- ✓ Full Payment required by **Friday, May 31, 2024** to reserve spot as a 2024 Mural Fest vendor.
- ✓ **Signed Vendor Affidavit** – To access this document, click [here](#).
- ✓ 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.
- ✓ 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 to request participation. Pending acceptance, a payment made in full must be received on or before May 31, 2024 to guarantee placement at Mural Fest

Please note that receipt of application does not guarantee a placement at the festival. 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: Mural 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 *Celebrate Highwood Mural Fest 2024*, 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 *Mural Fest 2024* 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 Mural Fest. Enclosed herewith is my application for the 2024 Mural Fest.

Printed Name: _____ **Date:** _____

Signature: _____