

# HIGHWOOD DAYS



## Celebrate Highwood Taco Fest & Highwood Days 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 Taco Fest will take place **Friday, July 19, 2024**, through **Sunday, July 21, 2024**, at Everts Park (130 Highwood Ave., Highwood, IL 60040). The Fest operates on all dates, **RAIN or SHINE**.

Vendor application deadline is **Friday, July 5, 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, July 12, 2024** or you will incur a **\$50 late fee**.

Food vendor participation fee for Taco Fest is **\$250**. Artisan/craft vendor fee is **\$100**. Twenty (20) Amps of electric is included with the vendor fee. Booth placement is based on returning vendors and first come-first placed. If payment is not confirmed by July 12, 2024, spots will be given to vendors on waitlist. **No exceptions**.

**Dates:** Friday, July 19 - Sunday, July 21, 2024

**Time:** Friday: 5:00 PM - 10:00 PM  
Saturday: 12:00 PM - 10:00 PM  
Sunday: 12:00 PM - 8:30 PM

**Location:** Everts Park (130 Highwood Ave., 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. Booth space of **10' x 10'** is provided as part of the Taco Fest fee. (Note: Any larger space will be charged an additional fee of \$125 per 5'.) **This is strictly enforced.**

Requested Booth Size: \_\_\_\_\_

1. **One 20-amp circuit is included in your booth fee.** For anything over 20-amps, there will be a **\$50 fee** for each **additional 20-amp hook-up**. (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.** No exceptions.*

*Please provide a detailed list of all the equipment you intend to bring:*

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2. **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.*

3. Vendors are **NOT permitted to sell alcoholic beverages** at Taco Fest. Celebrate Highwood will have a bar on-site Friday through Sunday.

4. **Items for Sale:** Please provide a comprehensive list of items you intend to sell, including a *description of the taco you plan to sell and how it 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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5. Taco Fest takes place from **Friday, July 19** through **Sunday, July 21, 2024**. The \$250 vendor fee covers all three festival days. If you are unable to attend any of the Taco Fest days, the fee remains the same. *Please specify which days you plan to attend:*

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**VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION:**

- ✓ Application due on or before **Friday, July 5, 2024**. Once approved, placement is based on returning vendors and first come first placed.
- ✓ Full Payment required by **Friday, July 12, 2024** to reserve spot as a 2024 Taco 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](mailto:sydney@celebratehighwood.org) to request participation. Pending acceptance, a payment made in full must be received on or before July 12, 2024 to guarantee placement at Taco Fest.

*Please note that receipt of application does not guarantee a placement at the Fest. 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: Taco 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 Taco 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 *Taco Fest 2024 Vendor Handbook* 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 Taco Fest. Enclosed herewith is my application for the 2024 Taco Fest.

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

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