



Celebrate Highwood's 2026 Evening Gourmet Market Non-Profit Organization 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

- Please note that submission of this application does not guarantee a spot at one of Celebrate Highwood's Evening Gourmet Markets.
- The Celebrate Highwood Committee will review all applications upon submission and will notify applicants of their acceptance at the email address listed below.
- Please note that a 10' x 10' booth space is provided at no charge; however, you are **required to provide your own table, chairs, signs, tent/canopy and any other equipment needed for the evening**. Booth location will be provided upon arrival. Please see the Evening Gourmet Market Vendor Handbook for more specific information.

Non-Profit Organization Fee for the Evening Gourmet Market is waived (\$0).

Non-Profit Organization: _____

Contact Person(s): _____

E-Mail Address(s): _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Website: _____

EIN: _____

Intention of Participation (Please provide a detailed description of your intention in participating in the Evening Gourmet Market (i.e. hand out informational literature, display items, etc.)):

WEEKLY SCHEDULE REQUEST

Rank your top **three** preferred dates below (1, 2, 3). We will do our best to honor **ONE** of them, but please understand that each organization is only granted one week of participation due to the number of requests we receive. Availability is especially limited on themed Market Nights:

- _____ Week 1: June 3
- _____ Week 2: June 10
- _____ Week 3: June 17
- _____ Week 4: June 24 (*NOTE: Inferno Fest)
- _____ Week 5: July 1
- _____ Week 6: July 8 (*NOTE: Margarita Night)
- _____ Week 7: July 15
- _____ Week 8: July 22
- _____ Week 9: July 29
- _____ Week 10: August 5
- _____ Week 10: August 12 (*NOTE: Garlic Fest)
- _____ Week 11: August 19
- _____ Week 12: August 26

**Space is limited for themed Markets.*

VENDOR SUBMISSION CHECKLIST OF REQUIRED DOCUMENTATION

- ✓ **Application** deadline is **Friday, May 15, 2026**. Space is limited and may not be available for week(s) requested.
- ✓ **Signed Vendor Affidavit** – This document can be found on the last page of this application.
- ✓ Depending on your Intention of Participation, you may be required to submit a copy of a 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. They share the same address: 17 Highwood Ave., Highwood, IL 60040. **You will be notified if you are required to submit a COI.**

CONTACT INFORMATION

Please e-mail completed application to sydney@celebratehighwood.org.

Please note that submitting an 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 acceptance status following receipt and review of all applications.

If you wish to mail a physical copy of this application, please mail it to the following address:

Attn: Evening Gourmet Market
Celebrate Highwood
17 Highwood Ave.
Highwood, IL 60040

Please bookmark and check our website for news and announcements: www.celebratehighwood.org

AGREEMENT OF TERMS

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 **Celebrate Highwood Evening Gourmet Market 2026 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 Market.

Printed Name: _____ Date: _____

Signature: _____





AFFIDAVIT

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, event managers, The City of Highwood, Celebrate Highwood, their successors, agents and assigns harmless from and against and indemnify them for all liability, loss, cost, attorney's fees, expenses or damages howsoever caused by reason of products sold by participant or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or to property, and for any violation of municipal, state or federal laws or regulations governing the products of their sale, which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify sponsors, The City of Highwood, Celebrate Highwood, their successors, agents and assigns from all costs and attorney's fees incurred in successfully defending or prosecuting any dispute regarding a violation of the rules and regulations set forth under this agreement.

I agree to sell or offer for sale only those items listed on the vendor application and approved by Celebrate Highwood. I acknowledge full responsibility for my activities and conduct and those of anyone working in my space at the Celebrate Highwood event and hereby acknowledge receipt of the rules of operation and agree to comply with them.

Business Name: _____

Printed Name: _____

Signature: _____ **Date:** _____