



FOOD VENDOR APPLICATION

THIS APPLICATION IS DUE **FRIDAY SEPT 9, 2016**
ALL APPLICATIONS MUST BE SUBMITTED VIA MAIL OR EMAIL AT:

Ripple Public Relations
Attn: Pumpkin Fest Vendor Application
595 Elm Place, Suite 218
Highland Park, IL 60035
OR
highwoodpumpkinfestvendors@gmail.com

The 7th Annual Great Highwood Pumpkin Festival is back, October 7-9, 2016! The largest fall festival on Chicago's North Shore will benefit Make-A-Wish Illinois and will feature a family fun area, live music, amusement rides, a 5K Superhero Run, unlimited pumpkin carving, food and drinks, the grand lighting of the pumpkin wall each night and more. The Great Highwood Pumpkin Festival has something for everyone.

Now, you can market and sell your product to this very large, exclusive, affluent audience throughout the weekend by becoming a vendor of the 7th Annual Great Highwood Pumpkin Festival!

Please fill out and submit the attached Vendor Application forms to be considered for this year's festival no later than **FRIDAY SEPT 9, 2016**. Submissions received after, will not be eligible to participate in the 2016 Great Highwood Pumpkin Festival.

Festival Dates / Times:

October 7th	4PM - 10PM
October 8th	11AM - 10PM
October 9th	11AM - 9PM

***PAYMENTS MUST BE MADE IN FULL BY FRIDAY SEPT 23, 2016**

All vendors will be notified of their acceptance or rejection via email no later than FRIDAY SEPT 16, 2016.

THE GREAT HIGHWOOD PUMPKIN FESTIVAL

2016 FOOD VENDOR APPLICATION

This Application is Due **FRIDAY SEPT 9, 2016**

CONTACT INFORMATION

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Website: _____

Key Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Contact Email: _____

Illinois Sales Tax License Number: _____

FOOD VENDORS

- Includes all businesses that will be preparing food onsite at the festival.
- Spaces are 10' x 10'
- Pricing includes 10' x 10' tent and electric up to 20 amps.
- **Participants may not sell beverages of any kind.**

COST OF PARTICIPATING

Premium Space Food Vendor	\$1200
Standard Food Vendor	\$800
Highwood Food Vendor	\$500

Additional Vendor Spaces Needed: _____

Total Cost to Participate: \$_____

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KEY RULES & REGULATIONS

Key rules & regulations, as well as other vital information, will be discussed at a vendor meeting held prior the festival. This meeting is MANDATORY for each participant's key contact person. It will be held in downtown Highwood.

- **Participants may not sell beverages of any kind.**
- Participants will be assigned their vendor space.
- Vendor spaces will be strictly enforced.
- There will be no changes to pre-assigned vendor spaces.
- Participants are responsible for providing their own electrical cords, lighting & heat source.
- Additional electric will be provided at a rate of \$50 per additional 20 amps.

INCLUDED IN COST OF PARTICIPATING

- 10' x 10' Tent per Vendor Space Purchased
- Basic Electrical Power with 20 Amps Usage

All food purveyors who will be preparing food onsite or providing samples will be required to have a Lake County Health Temporary Food Service Permit. Please visit www.LakeCountyil.gov for additional information.

ALL VENDORS WILL BE NOTIFIED OF THEIR ACCEPTANCE OR REJECTION VIA EMAIL NO LATER THAN FRIDAY SEPT 16, 2016

PAYMENTS MUST BE MADE IN FULL BY FRIDAY SEPT 23, 2016

Make Checks Payable To:

City of Highwood (Please write Pumpkin Fest Vendor in memo line)

Ripple Public Relations
Attn: Pumpkin Fest Vendor Application
595 Elm Place, Suite 218
Highland Park, IL 60035

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ITEMS FOR SALE:

Participant selection will be carefully evaluated to assure the best festival experience for our guests. The Pumpkin Fest management team has full discretion to accept or reject participants and any proposed items for sale.

All items for sale must be pre-approved to prevent duplications between participants. Please be as comprehensive as possible (attach additional sheet if necessary).

List Items to be sold and equipment to be used:

CERTIFICATE OF INSURANCE:

All participants must have sufficient liability insurance on record prior to participating in Pumpkin Fest. Final acceptance is contingent on applicant naming the City of Highwood, Make-A-Wish Illinois their employees, agents and officials as additionally insured.

Certificate of insurance must be received by September 9, 2016.

TEMPORARY FOOD SERVICE PERMIT:

All food participants are required to obtain and have on file a Lake County Health Temporary Food service Permit. Please visit www.LakeCountyILgov for additional information.



AFFIDAVIT

The participant assumes all responsibilities for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, market managers, The City of Highwood, and Make-A-Wish Illinois, their employees, agents, officials, and their successors and indemnify and hold harmless them from all liability, loss, cost, attorney's fees, expenses or damages howsoever caused by reason of products sold by participant or any act of omission by 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, market managers, The City of Highwood, The Autism Society of Illinois, their employees, agents, officials, and their successors 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, which have been approved, listed within this application. I acknowledge full responsibility for my activities and conduct and the activities and conduct of anyone working in my assigned space at The Great Highwood Pumpkin Festival and hereby acknowledge the receipt of the rules operation and agree to comply with them.

Printed Name: _____

Signature: _____

Date: _____