



## 2023 Food Vendor Application and Regulations

Greetings,

We want to extend an invitation to you to participate in this year's Lake in the Hills Summer Sunset Festival. This year's event takes place Friday, September 1, through Sunday, September 3. As always, we look forward to some great end-of-the-summer weather, food, fun and music featuring some of the area's favorite bands. Check out the main stage acts at <http://www.summersetfest.com/music.html>.

**Total fees are \$800.00**, this includes the same 10' x 20' tent, serving tables, 4 standard outlets and ice. This also includes the \$100.00 refundable cleanup fee. A complete list of fees is provided on page 3 of the new application. Checks should be made payable and sent to:

**Village of Lake in the Hills.  
600 Harvest Gate  
Lake in the Hills, IL 60156  
Phone: 847-960-7400  
Fax: 847-960-7415**

**Please scan and email a copy of completed application to Diane Murphy at [dmurphy@lith.org](mailto:dmurphy@lith.org). By submitting your application via email, you will still be responsible to make payment on time.**

**Please be sure to remember these important dates:**

- **Friday, July 7th:** The application and initial \$400.00 deposit is due
- **Friday, August 4th:** the balance of your fee is due
- **Thursday, August 31st:** Tent setup begins at 6pm

Also, please be sure to obtain your onsite health permit with the McHenry County Health Department BEFORE you arrive on August 31<sup>st</sup>. You can contact the Health Department at **815.334.4510**. The permit fee is not included in the vendor fee and must be handled directly with the Health Department.

**Your fees and application can be mailed to the Summer Sunset Committee at 600 Harvest Gate. Lake in the Hills, IL 60156. Please scan and email a copy of completed application to Diane Murphy at [dmurphy@lith.org](mailto:dmurphy@lith.org). By submitting your application via email, you will still be responsible to make payment on time.**

We will also be willing to stop by your local place of business to pick up the application and fees. To arrange a pickup, please contact Diane Murphy (847.960.7407) or Ray Bogdanowski (847.960.7401).

Thank you in advance for your participation! Here is to a fun 2023 Summer Sunset Festival!

Sincerely,

Diane Murphy

**2023 FOOD VENDOR APPLICATION**

Set-up includes a 10ft (wide) x 20ft (deep) tent space with serving counter in front, two 8ft tables, interior lighting, electrical hook-up and access to water.

Organization Name	Mailing Address

Contact Name	Business Phone	Cell or Home phone	Email Address

Preparation Details	
Cooking onsite? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If so, how?
Prep offsite? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, where?
Storage onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what?

- I have read the rules and regulations for the 2023 Lake in the Hills Summer Sunset Festival, found under Food Vendor Regulations on page 4 and agree to abide by the same.
- Enclosed with this application is my deposit of \$400.00 that I understand is non-refundable after Friday, July 7th, 2023.
- \$100.00 of the deposit is a refundable cleaning deposit provided my area is completely cleaned after the end of the festival.
- I further understand that the balance of this contract is due by Friday, August 4, 2023.
- Any questions, call Diane Murphy (847.960.7407) or Ray Bogdanowski (847.960.7401).

Signature:

**X**

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**Menu Items**

Please include all items INCLUDING drinks and pre-packaged goods. All menu items, including pre-packaged goods, will be approved by the Food Vendor Committee. The Food Vendor Committee will limit the number of duplicate food items served so as to provide a wide variety of food options and to protect vendor sales of unique items. Please refer to the Food Vendor Regulations on page 4 for additional menu regulations.

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**Electrical Needs**

Please itemize ALL electrical equipment, voltage, amps and plug type

Item	Voltage	Amps	Plug Type

## Food Vendor Regulations

1. All vendors are responsible for obtaining a valid McHenry County Health Department permit. For applications, contact the Health Department at (815.334.4510). The permit fee is NOT included in the vendor fee and must be handled directly with the Health Department.
2. All vendors must supply a valid certificate of liability insurance in the amount of \$1,000,000 with the Village of Lake in the Hills and the Summer Sunset Festival as additional insured.
3. Food vendor fee: \$800.00 + \$100.00 refundable clean-up deposit.
4. Food court will be open on Friday (3:00pm-10:30pm), Saturday (11:00am – 10:30pm) and Sunday (11:00am-10:30pm) during the festival. Vendors may set-up Thursday at 6:00pm.
5. **OPTIONAL PARADE HOURS:** Vendors can open as early as **9:30am on Saturday** to take advantage of the parade crowd.
6. All vending stands must be staffed during food court hours.
7. **\$400 deposit** is required by Friday, July 7, 2023. The balance of **\$350.00** is due by Friday, August 4, 2023.
8. The \$400 deposit is non-refundable after Friday, July 7, 2023, if the vendor decides not to participate.
9. All vendors are responsible for cleaning their area following the festival. If the festival committee deems that the vendor did not adequately clean, the vendor's clean-up fee of \$100 will not be returned. Checks will be returned by mail following the festival. This may take several weeks!
10. All checks should be made payable and sent to the Village of Lake in the Hills. **600 Harvest Gate Rd Lake in the Hills IL 60156**
11. Vendors are responsible for damage to any items supplied by the festival including, but not limited to, tents, tables, chairs and lights.
12. **All vendor items, including food, drinks and pre-packaged goods, must be approved by the food vendor committee.**
13. **The food vendor committee will limit the number of duplicate food items served to provide a wide variety of food options and to protect vendor sales of unique items.**
14. Beverages: all vendors will be allowed to sell plain bottled water and 100% juice (box or bottles).  
Pre-packaged beverages (including soda, sport drinks, vitamin water, energy drinks, etc.)
15. Beverages: sale of all other drinks not listed here will be at the discretion of the food vendor committee.
16. Ice will be provided.
17. The festival will supply access to water.
18. Vendors are responsible for supplying appropriate extension cords for electrical items.
19. Vendors are responsible for ensuring that their equipment meets local fire codes. Inspection will be performed on Friday prior to festival open.
20. Each vendor will be provided with 4 standard electrical outlets for use at the fest. IF ANY other specialty electrical outlets are needed, a **\$35.00 fee** per outlet will be charged. You **MUST** list on the application all your electrical needs. Last minute requests will not be granted.
21. Any questions, please call **Diane Murphy (847.960.7407)** or **Ray Bogdanowski (847.960.7401)**.