



2024 Food Vendor Application August 30 – September 1

Business Name: _____ Business Tax ID: _____

Address: _____

Contact Name	Business Phone	Cell or Home phone	Email Address

Preparation Details	
Cooking onsite? <input 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?

Electrical Needs			
Please itemize ALL electrical equipment, voltage, amps and plug type			
Item	Voltage	Amps	Plug Type

Menu Items

Please attach a copy of your menu for the event that also includes drinks and pre-packaged goods along with the pricing for these items. All menu items, including pre-packaged goods, will be approved by the Village. The Village reserves the right to 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.

Food Vendor Regulations

1. The submission of this application does not guarantee placement at the event. The Village will invoice you for the \$850 food vendor fee if your application is accepted. Payment of the fee will be due within 30 days from the date of invoice or by August 4, whichever is sooner.
2. 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.
3. All vendors are responsible for the reporting of and the payment to the Illinois Department of Revenue of all required taxes resulting from the sales made at the Lake in the Hills Summer Sunset Festival.
4. 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, its officers, employees, and volunteers listed as an additional insured.
5. Food court will be open on Friday (5:00 p.m.-10:30 p.m.), Saturday (11:00 a.m.- 10:30 p.m.) and Sunday (11:00 a.m.-10:30 p.m.) during the festival. Vendors may set up Thursday at 6:00 p.m.
6. **OPTIONAL PARADE HOURS:** Vendors can open as early as **10:30am on Saturday** to take advantage of the parade crowd.
7. All vending stands must be staffed during food court hours.
8. 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 will be charged a \$100 cleaning fee and may not be allowed to participate in future events.
9. Vendors are responsible for damage to any items supplied by the festival, including, but not limited to, tents, tables, chairs, and lights.
10. All checks should be made payable and sent to the Village of Lake in the Hills, Attn: Summer Sunset Fest, 600 Harvest Gate Rd, Lake in the Hills IL 60156.
11. All vendor items, including food, drinks and pre-packaged goods, must be approved by the Village.
12. Beverages: all vendors will be allowed to sell plain bottled water and 100% juice (box or bottles) and pre-packaged beverages (including soda, sport drinks, vitamin water, energy drinks, etc.)
13. Vendors are responsible for ensuring that their equipment meets local fire codes. Inspection will be performed on Friday prior to the festival opening.
14. 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. Vendors are responsible for supplying appropriate extension cords for electrical items.
15. Set-up includes a 10ft (wide) x 20ft (deep) tent space with a serving counter in front, two 8ft tables, interior lighting, electrical hook-up, ice, and access to water.
16. Any questions, please call the Village at (847) 960-7400 or email SSFest@lith.org.

Your signature below confirms that you have read and agreed to the above regulations:

Signature:

X

Date: _____

For Village Use Only

Date Rec'd & Initials: _____ Amount: \$ _____ Check #: _____

Payment Code: **SUNSET** Project: **SUNSET FEST** Description: **FOOD VENDOR**