



2026 Food Vendor Application

September 4 – 6

Business Name: _____ **Address:** _____

Contact Name	Business or Cell Phone	Email Address
1.		
2.		

IL Business Tax ID:/IL Account ID #: _____ - _____

Required: your application will not be considered without an IL Business Tax ID #

***Trailer/Truck Dimensions (email photos):** _____ **Select one:** _____ Trailer _____ Truck

* Mobile food vendors must obtain a LITH food vendor license, please reference Regulation #3 (on page 2)

Please indicate what side of the trailer/truck service will be provided from: _____

Number of Tent Space(s) Requested: _____ **Number of Tables Requested:** _____

Each tent space includes a 10ft. (w) x 20ft. (deep) area with two 8ft tables

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. 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 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.			
Item	Voltage	Amps	Plug Type

Menu Items
Provide one food item for \$7 or less: Food Item: _____ Price: _____ Provide a Lunch Special on Saturday: _____ Required: 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.

**Summer Sunset Festival
Food Vendor Regulations**

1. The submission of this application does not guarantee placement at the event. **The food vendor fee is \$900 per 10 ft x 20 ft space. The fee for food trucks/trailers 11-19 ft wide is \$1300 and 20 ft-30 ft wide is \$1700. The reduced fee for non-profits is \$500.** If your application is accepted the Village will invoice you for the food vendor fee. Payment of the fee will be due within 30 days from the date of invoice or by August 1, whichever is sooner. No refunds will be provided due to weather conditions. There is no make-up date.
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 mobile food vendors must obtain a food vendor license per municipal code 35.13 with the Village of Lake in the Hills prior to Special Event permit issuance. For more information, visit the following page on the Village's website: [Food Truck Vendors](#)
4. 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.
5. 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 by August 1.
6. 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.
7. OPTIONAL PARADE HOURS: Vendors can open as early as 10:30 a.m. on Saturday to take advantage of the parade crowd. ***NEW IN 2026: Vendors are encouraged to provide at least one lunch special during Saturday's Community Picnic after the parade.***
8. All vending stands must be staffed during food court hours.
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 will be charged a \$100 cleaning fee and may not be allowed to participate in future events.
10. Vendors are responsible for damage to any items supplied by the festival, including, but not limited to, tents, tables, chairs, and lights. The Village of Lake in the Hills will not be responsible for any lost, stolen, or damaged goods and/or property.
11. 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 by August 1.
12. All vendor items, including food, drinks and pre-packaged goods, must be approved by the Village.
13. 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.). ***NEW IN 2026: local non-for-profits will have the opportunity to sell beverages (bottled water and soda).***
14. Vendors are responsible for ensuring that their equipment meets local codes. Inspection will be performed on Friday prior to the festival opening.
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.
17. Waiver and Release of Claims: The Business and its Representatives agree to, and do, waive, release, and relinquish all claims, demands, rights of action, damages, liabilities, and controversies of every kind, known and unknown, present and future, that the Business and its Representatives may have against the Village and its officers, agents, servants, employees, insurers, related or affiliated individuals or entities, successors and assigns arising out of, connected with, or in any way related to the Event or the Business and its Representatives participation therein.
18. Indemnification: The Business and its Representatives further agree to indemnify and hold harmless and defend the Village and its officers, agents, servants, employees, insurers, related or affiliated individuals or entities, successors and assigns from any and all claims, lawsuits, demands, damages, liabilities, losses and expenses, including attorneys' fees and administrative expenses, of every kind, known and unknown, present and future, arising out of, connected with, or in any way related to the Business and its Representatives' participation in the Event.

**Summer Sunset Festival
Outdoor Festival Safety Rules**

1. All utilized equipment shall follow the manufacturer’s installation and use instructions.
2. All vendors shall have a 10 lb. Class ABC rated dry chemical fire extinguisher with a minimum size of 10 lb. with a current inspection tag attached at each point of service.
3. All vendors with a deep fryer shall have:
 - a. a class K rated wet chemical fire extinguisher with a current inspection tag attached
 - b. Deep fryers (not enclosed in a food truck) shall be at least 20’ away from tents and other combustibles.
4. Tents with cooking (other than deep frying) underneath them shall be labeled as flame resistant as per NFPA 701
5. Liquid propane requirements:
 - a. The relief valve discharge from the propane cylinder shall be located at least 3 feet from:
 - i. openings into a vehicle;
 - ii. propane burning appliance intake or exhaust vents;
 - iii. all internal combustion exhaust terminations.
 - b. Manual shutoff valves on gas lines are required at the appliance(point of use) and at the tank (supply) and shall be readily accessible.
 - c. Portable liquid propane gas containers must be kept in the upright position and secured to prevent tipping over.
 - d. Flexible pipe shall be installed between the regulator outlet and a fixed piping system.
 - e. Flexible pipe shall not penetrate through walls, floor or ceiling; only rigid pipe may be used to penetrate solid assemblies.
6. All receptacles shall be GFCI protected.
7. All extension cords shall be:
 - a. in good condition;
 - b. grounded (3-wire type)
 - c. marked heavy-duty, SJTW, SJOOW, or SOOW;
 - d. protected from foot traffic
 - e. not run through walls/doors/windows/under floor coverings.

Definitions:

NEC: National Electrical Code (NFPA 70) 2020 Version

NFPA: National Fire Protections Association

Your signature below confirms that you have read and agreed to the food vendor regulations and outdoor festival safety rules:

Signature: _____ Date: _____

For Village Use Only			
Date Rec’d & Initials: _____	Amount: \$ _____	Cash	CC Check #: _____
Payment Code: SUNSET	Project Code: SUNSET FEST FOOD	Description: FOOD VENDOR – “NAME”	