

2023 Glendale Heights Fest July 13 – July 16

Food Trucks
Now
Welcome!



Amazing Fireworks



Fantastic Food



Fabulous Entertainment



Fun for all ages



Exciting Rides



Cultural Celebrations

Vendor Expression of Interest Application

No applications will be accepted after April 17, 2023
We will select and notify all food vendors by May 1, 2023



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE



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VILLAGE FOR ALL PEOPLE

From the desk of

Nicole Lewis
Founders Day Committee Member, Vendor Co-Coordinator
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Glendale Heights, Illinois 60139
Phone: 1-630-909-5327
Fax: 1-630-260-9728
Email: Nicole_Lewis@glendaleheights.org

March 3, 2023

Dear Business Owner:

On behalf of the Village of Glendale Heights, we would like to thank you for your interest in the 2023 Glendale Heights Fest. It is with your support and the cooperation of many that our Fest continues to be a great success. Enclosed for your consideration is a Vendor Expression of Interest Application Form for participation in The 2023 Glendale Heights Fest. The Fest will be held from Thursday, July 13, 2023 through Sunday, July 16, 2023 at Michael S. Camera Park in Glendale Heights. This year we will be allowing Business Owners who operate their restaurant out of a food truck to participate as food vendors.

The Founders' Day Committee strongly encourages you to keep your prices competitive, as there is not a guarantee of exclusive food items. **We require all vendors to offer one \$5.00 meal deal for every five items offered. Also, lemonade will not be a permitted item.** Please note that the submission of the Vendor Expression of Interest Form does not in any way commit the Village to having your business be part of the 2023 event. The Village of Glendale Heights Founders' Day Committee will select our 2023 booth/tent and food truck vendors based on prior participation/past overall performance, menu appropriateness and product mix, reasonable item pricing, space availability, and other pertinent factors as determined by the committee members.

To apply for your booth, we must receive your expression of interest form, along with your \$150 deposit. If chosen as a vendor, **this deposit will only be refunded if all rules are adhered to and the 1% Food & Beverage Sales Tax for the Village of Glendale Heights is paid in-full by August 31, 2023. Failure to comply with this condition will forfeit this deposit and could result in your business not being invited or accepted in future Glendale Heights Fests. The \$150 deposit must be received no later than April 17, 2023 (self-addressed envelope enclosed). The full booth fees will be required to be paid by the mandatory vendor meeting.** If you are not accepted as a vendor, your check will not be cashed and will be returned to you.

Vendors who are selected will receive a complete vendor packet in the mail by May 1, 2023. Final payment, contract, certificate of insurance, and your other vendor packet booth or food truck information are due on or before the date of the mandatory vendor meeting on June 6, 2023 at 6:00 p.m. via Zoom. A link to join the meeting will be sent via email closer to the meeting date.

If you have questions or comments, please do not hesitate to contact me at the above phone number and email address.

**Village of Glendale Heights
 2023 Glendale Heights Fest: July 13 – July 16
Vendor Expression of Interest Form**

Check One: New Food Vendor Returning Food Vendor
Check One: Standard Food Booth Food Truck:
 (Length)_____

Contact Person: _____
 Address: _____
 Employer Tax ID: _____
 City, State, Zip: _____
 Business Phone #: _____
 Alternate Phone #: _____
 Business Fax #: _____
 E-mail Address: _____

IMPORTANT DEADLINES

Vendor Interest Form & \$150 Deposit
Due: April 17, 2023

Vendors Notified of Acceptance
Notified by: May 1, 2023

Mandatory Vendor Meeting
 (full payment, signed contract and
 certificate of insurance due):
June 6, 2023– 6:00 pm
Via Zoom

In order to be considered, all food vendors must submit a full-proposed menu, including portion size and item pricing. Only approved menu items submitted with your application can be sold. The Village of Glendale Heights Founders’ Day Committee will select our 2023 booth vendors based on prior participation/past overall performance, menu appropriateness and product mix, reasonable item pricing, space availability, and other pertinent factors as determined by the committee members.

Description of Menu Item (no alcoholic beverages)	Portion Size (Ounces)	Event Pricing

All food vendors operating out of a booth are provided with one booth (size of booth is 10 x 10). Additional booths may be purchased for an additional fee. Cost of booth/space for food truck is \$2,000 (\$1,500 if business is located in Glendale Heights). Please list any comments or questions below.

Additional Comments/Questions:

This form, the signed rules and regulations sheet, along with your \$150 deposit must be returned to Nicole Lewis by April 17, 2023 to receive consideration. Make checks payable to the Village of Glendale Heights. The Village will only deposit checks from vendors who are selected to participate, and checks will be returned to vendors who are not selected to participate.

IMPORTANT: All applications are subject to final review and approval by the Village of Glendale Heights. The Village of Glendale Heights reserves the right to refuse any application. All decisions are final. The Village’s Founders’ Day Committee reserves the right to negotiate menu items, price points, fees, etc. with vendors invited to participate.

GLENDALE HEIGHTS FEST – VENDOR RULES AND REGULATIONS

1. Vendors preparing food on site or selling food products that were prepared off site must have the proper permitting and will need to comply with environmental health food safety requirements.
2. The Village of Glendale Heights requires all vendors to comply with Illinois Department of Public Health, DuPage County Department of Health, State of Illinois and Federal Revenue and Tax Regulation rules. It is your responsibility to make sure you are in compliance.
3. All vendors will be required to verify that they are properly registered for sales tax, and provide a valid Illinois business sales tax number and a valid business license.
4. Vendor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Vendor's participation in the Glendale Heights Fest. Vendor shall indemnify, defend and hold the Village of Glendale Heights harmless for any taxes (including fees and penalties, if any) required to be paid in connection with the Vendor's activities under contract. If requested, the Vendor shall provide Village officials with all requested documentation to evidence Vendor's compliance with tax laws and rules.
5. All Lessees/Vendors must attend a special mandatory vendor meeting: date to be set by the Founders' Day Committee.
6. Vendor must have current liability insurance naming the Village of Glendale Heights as an additional insured that includes comprehensive general liability insurance with limits not less than \$1 million, and property damage in an amount not less than \$100,000. Proof of Liability Insurance MUST be submitted no later than the vendor meeting.
7. Vendor agrees to fully cooperate with Glendale Heights Fest officials, policies, guidelines and health department restrictions.
8. The Village of Glendale Heights is not responsible for any damage or theft at the event site.
9. The Village of Glendale Heights may annul any contract at any time for cause unsatisfactory to the Committee.
10. If the Lessee fails to occupy its space by 4:00 PM, Thursday of Glendale Heights Fest, the Village of Glendale Heights will have the right to resell the space and Lessee's contract, and all moneys paid by the Lessee there under will be forfeited. All Vendors must be ready to operate by 5:00 PM, Thursday.
11. There will be no subleasing of space. Vending will be allowed by concessionaires in designated area only.
12. All concessionaires must be open and have staff during Glendale Heights Fest hours. Time ranges are subject to change by the Village of Glendale Heights.
13. Vendors are responsible for proper management of their booth staff's general appearance, behavior and customer service.
14. No speaker or other sound equipment shall be so loud as to interfere with other concessions.
15. All working quarters must be in the space provided, during the Glendale Heights Fest.
16. All equipment must be out of Camera Park by 12:00 noon on the Monday following the closing of Glendale Heights Fest.
17. Vendors will be responsible for the cleanliness of their assigned area, both inside and outside. Trash must be put in plastic bags at the end of each day, and placed in front of your booth/location.
18. No parking will be permitted in food concession area (citations will be issued for violators/vehicles will be towed). You can deliver your goods but the car must be parked in an area designated by the Founders' Day Committee.
19. Two (2) parking passes will be given to each Vendor.
20. There must be one (1) \$5.00 meal deal for every five (5) items offered.
21. Lemonade will not be a permitted item for sale.
22. The \$150 deposit will only be refunded if all rules are adhered to and the 1% Food & Beverage Sales Tax is paid in full by August 31, 2023. Failure to comply with this condition will forfeit this deposit and could result in your business not being invited or accepted in future Glendale Heights Fests.

Important: Once approved, accepted vendors will be offered contracts along with details of participation, including insurance requirements. Please sign below to confirm that you have read and understand this interest application and the rules and regulations above.

I hereby acknowledge receipt of the above rules, regulations and procedures AND agree to abide by them.

Print Name: _____ Authorized Signature: _____