

2024 Glendale Heights Fest July 11 – July 14



Vendor Application Packet

Applications and deposits are due by April 5, 2024
We will select and notify all food vendors by May 3, 2024



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE



From the desk of:

Jessica Maricich
Founders' Day Vendor Committee
250 Civic Center Plaza Glendale Heights, Illinois 60139
Phone: 1-630-909-5123
Email: festvendor@glendaleheights.org

February 15, 2024

Dear Business Owner,

On behalf of the Village of Glendale Heights, we would like to thank you for your interest in the 2024 Glendale Heights Fest. Thanks to businesses like yours, the Glendale Heights Fest continues to be a great success. Enclosed for your consideration is the Vendor Application Packet for participation in the 2024 Glendale Heights Fest. The Fest will be held from Thursday, July 11, 2024 through Sunday, July 14, 2024 at Camera Park (101 E Fullerton Ave, Glendale Heights, IL 60139).

The Founders' Day Committee strongly encourages you to keep your prices competitive, as there is no guarantee of exclusive food items. **We require all vendors to offer one \$5.00 menu item for every five items offered. Also, lemonade is not a permitted item for any vendor.** Please note that the submission of the Vendor Application Packet does not in any way commit the Village to having your business be part of the 2024 event. The Village of Glendale Heights Founders' Day Committee will select the 2024 food vendors based on prior participation/past overall performance, menu appropriateness and offerings, item pricing, space availability, and other pertinent factors as determined by the committee.

To apply, please send your Vendor Application Packet and the \$150 deposit no later than April 5, 2024. If your business is not chosen as a vendor, the \$150 deposit will be refunded to you. If your business is chosen as a vendor, the deposit will be refunded **only if all rules are followed and the 1% Food & Beverage Sales Tax for the Village of Glendale Heights is paid in full by August 31, 2024. Failure to comply with this condition could forfeit your deposit and result in your business not being invited or accepted to future Glendale Heights Fests.**

All vendors will be contacted via email by May 3, 2024 regarding the status of their application. Vendors who are selected will receive a Fest Vendor Packet that includes important documents and information regarding the 2024 Glendale Heights Fest. **Documents from the packet (including the signed contract, certificate of insurance, and full payment) are due before the mandatory vendor meeting scheduled on Monday, June 3, 2024 at 6:00 p.m. All selected vendors are required to attend.** A reminder email will be sent closer to the meeting date.

If you have questions or comments, contact me at the above phone number and email address.

Sincerely,

Jessica Maricich

Founders' Day Vendor Committee



Glendale Heights Fest: July 11 – July 14

2024 Vendor Application Packet: Form

Check One: New Food Vendor Returning Food Vendor

- Check One:**
- Standard Food Booth (10’ x 10’ tent)
 - Glendale Heights Business: \$1,500/spot
 - Business Outside of Glendale Heights: \$2,000/spot
 - Food Truck:
 - 18 feet and Under: \$3,500/vehicle
 - 19 feet to 25 feet: \$5,000/vehicle
 - 26 feet and Over: Contact Vendor Committee
 - Concessions Trailer:
 - 18 feet and Under: \$3,500/vehicle
 - 19 feet to 25 feet: \$5,000/vehicle
 - 26 feet and Over: Contact Vendor Committee

IMPORTANT DEADLINES:

Vendor Interest Form & Deposit:

Due: April 5, 2024

Deposit: \$150/business

(refundable deposit is in addition to the application cost)

Vendors Notified of Acceptance:

Notified by May 3, 2024

Mandatory Vendor Meeting:

June 3, 2024

(Due: signed contract, certificate of insurance, and full payment)

Additional Opportunity:

If your business is chosen as a vendor, you can request a secondary spot on Sunday. For an additional \$600, up to three locations around Camera Park are being considered for food sales. Vendors will be selected based on menu and will be required to have a food truck. If you are interested, please contact us at festvendor@glendaleheights.org.

Business Information:

Contact Person: _____

Name of Business: _____

Address: _____

City, State, Zip: _____

Primary Phone #: _____ Alternate Phone #: _____

E-mail Address: _____

Employer Tax ID: _____

In order to be considered, all food vendors must submit a proposed menu (*located on page 3*), 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 the 2024 food vendors based on prior participation/past overall performance, menu appropriateness and offerings, reasonable item pricing, space availability, and other pertinent factors as determined by the committee.

This completed packet and your \$150 deposit must be submitted by April 5, 2024 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.

Please send checks to:

*Fest Vendor
Attn: Jessica Maricich
Village of Glendale Heights
250 Civic Center Plaza
Glendale Heights, IL 60139*

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 applicant. All decisions are final.



Glendale Heights Fest: July 11 – July 14

2024 Vendor Application Packet: Menu Items

No Food Vendor can sell alcoholic beverages or lemonade drinks at the Glendale Heights Fest

All Food Vendors must have a \$5.00 menu item for every five items

The Vendor Committee will set the prices for pop, water, and other beverages for all Food Vendors

Food Vendors can only sell approved menu items at the approved price

| Vendor Name: _____ | | | | | |
|---------------------------|--------------------------|--------------|---------------|---|---|
| Number of Menu Items | Description of Menu Item | Portion Size | Event Pricing | Subject to 1% F&B Tax <i>(column filled out by Vendor Committee)</i> | Approved Item <i>(column filled out by Vendor Committee)</i> |
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| 19 | | | | | |
| 20 | | | | | |

Additional Comments/Questions:



Glendale Heights Fest: July 11 – July 14

2024 Vendor Application Packet: Rules & 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 Vendors must attend a mandatory vendor meeting: date 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.
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 4:00 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, 2024. 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: _____