



## BeachFest 2019 Food Vendor Application Form June 28th – June 30th

The Village of Round Lake Beach is now accepting applications for BeachFest Food Vendors.

**Festival times:**           **Friday, June 28, from 5pm to 11 pm**  
                                     **Saturday, June 29, from 1pm to 11 pm**  
                                     **Sunday, June 30, from 1pm to 9pm**

### **Food Vendor Acceptance Policy:**

Applications must be **received by June 10, 2019**. Applicants will be accepted based upon by quality, affordability, and uniqueness. Preference will be given to Round Lake Area restaurants and food vendors. We will make every effort to avoid duplication of menu items, and we will communicate with vendors prior to acceptance to clarify approved menu choices if different than what is submitted for approval.

### **Food Vendor Deposit:**

There is no application fee. The Food Vendor Fee as indicated in the schedule below is for a space of 15 ft. x 15 ft. When submitting this application a **\$100 Deposit** is due. Your deposit will only be refundable if you are not approved. The Deposit will be applied to the Fee as provided below

### **Food Vendor Fee Schedule:**

\$300 - New Out of Town Business

\$250 - New Round Lake Beach Business or Returning Out of Town Business

\$200 - Returning Round Lake Beach Business

### **Payment and Cancellation Policy:**

Upon approval, you will be notified that you have been accepted. Once accepted you must submit the **Food Vendor Fee** amount, less the \$100 Deposit previously submitted with this application, by June 10, 2019. Once the signed contract and payments have been received, there will be **no refund of the Food Vendor Fee**.

### **Insurance Policy:**

If your company is chosen, you will be required to provide a **Certificate of Insurance** naming the Village of Round Lake Beach as an additional insured on Company's insurance policy to the maximum policy limits, but in no event shall the Comprehensive General Liability limits be less than \$1,000,000.00. You will also be required to provide Food Seller's Liability Insurance.

### **Health Department Requirements:**

Approved vendors must comply with all local health codes and with any request from Lake County Health Department officials. Food Vendors must obtain a **Food Permit from the Health Department**. The Health Department will not license anyone who does not prepare food in an approved, inspected food service kitchen. All Food Permit applications must be submitted to the Health Department immediately upon acceptance to the Festival. The Health Department also has the right to deny any services at the event if you're not within their codes and the Village of Round Lake Beach is not liable for the decision made by Health Department Inspectors. You also agree to be ready for inspection at the specified time on the day the event opens. Inspectors will not wait to approve your site and service could be denied by tardiness. All Food Vendors will be notified of the time for Health Department Inspections.



**Application Forms**

*Please fill out the following two pages*

\_\_\_ Asian \_\_\_ Hispanic \_\_\_ American \_\_\_ Greek \_\_\_ Italian \_\_\_ Polish \_\_\_ Other \_\_\_\_\_

**Proposed Menu and Prices:**

Your menu and prices must be approved by the Village of Round Lake Beach BeachFest Planning Committee. You can add more menu items on the back of this page or attach a separate page. **Please note that alcoholic beverages will be sold strictly by the Village of Round Lake Beach.**

- |                   |                   |
|-------------------|-------------------|
| 1) _____ \$ _____ | 2) _____ \$ _____ |
| 3) _____ \$ _____ | 4) _____ \$ _____ |
| 5) _____ \$ _____ | 6) _____ \$ _____ |
| 7) _____ \$ _____ | 8) _____ \$ _____ |

**Layout:**

Provide specific dimensions to the size of your vending space and any signage you plan to use. **Please note that we provide vendors with a 15 ft. x 15 ft. space. Vendors will be required to set up within their allotted booth space, and extra fees will apply for a larger required space.**

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**Equipment:**

List all equipment. Please also **include all equipment that requires electricity.** Specify volts and amps needed for each. Please do not underestimate, as this could lead to shortage of electricity at your site.

**Equipment:**

**Electrical Requirements:**

_____	>>	_____
_____	>>	_____
_____	>>	_____
_____	>>	_____
_____	>>	_____
_____	>>	_____
_____	>>	_____



## Contact Information:

Name of Business: \_\_\_\_\_

*The name you supply here will be printed on advertisement*

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

### **Payment Options**

1) Check payable to (Village of Round Lake Beach) \$ \_\_\_\_\_ Check # \_\_\_\_\_

2) Credit Card # \_\_\_\_\_ Name on card: \_\_\_\_\_

Exp. Date \_\_\_\_ / \_\_\_\_ 3-Digit Sec \_\_\_\_\_

Or: email scanned application with Credit Card information to [kbueso@roundlakebeachil.gov](mailto:kbueso@roundlakebeachil.gov)

3) Mailing Address linked to Credit Card (if different from above):  
\_\_\_\_\_

4) Go to the Online Payment link for the Village. <https://goo.gl/KuMf3H>  
Add "BeachFest" and "Your Name" or "Company Name" in Comments

**Please mail your completed application and payment to:**

Village of Round Lake Beach  
1937 N Municipal Way, Round Lake Beach, IL 60073

**Voicemail: 847-740-6026 Ext. 327**

## 2019 BEACHFEST RULES AND REGULATIONS

### APPLICATION AND PAYMENT:

- Please email [apryde@beachfestrlb.org](mailto:apryde@beachfestrlb.org) for price information and questions.
- Payment in full is due by June 10th. Your cancelled check is your receipt. You will not be permitted to set up unless your fee is paid in full.
- No rain date - the festival is held rain or shine. No refunds will be given.
- Anyone selling a food product must have proof of insurance and this must accompany your application with the Village of Round Lake Beach as the certificate holder.
- Participation will be denied for anyone submitting a NSF (non-sufficient funds) check.
- The event organizer reserves the right to reject any application. Incomplete applications will be refused.

### VENDOR PARTICPATION:

- All vendors must be in their designated space and ready for the festival to begin promptly at their designated contracted time. Under no circumstances will you be permitted to drive through the festival grounds after starting times.
- Vendors must not leave until the end of the festival hours except in cases of emergency. Please notify the Event Organizer if you must leave before the end of festival hours.
- If any vendor leaves either their stand or cooking oil/grease they will not be invited back to the festival.
- Absolutely no outside alcoholic beverages are permitted on the premises.
- The Village of Round Lake Beach is not responsible for any lost or stolen items.
- Pets and bicycles are not permitted on the festival grounds. Only exceptions service dogs and pets with the rescue pet vendors which have been given permission by the Festival Committee.
- Please notify the Event Organizer ahead of time as to any special needs or handicapped as we have limited space.

### VENDOR SPACES AND MERCHANDISE:

- You must stay in your allotted space (no soliciting or product permitted in walkways). No unapproved signage permitted outside of your assigned spot.
- You cannot change your assigned spot on your own. Consult with the Event Organizer on any issues.
- The Round Lake Beach Police Department or Greater Round Lake Area Fire District reserve the right of placement for all vendors to ensure the success of the festival.
- No items of any sort with the Village of Round Lake Beach, Round Lake Beach Civic & Cultural Arts Center or the Beachfest name are permitted unless approved by the Village.
- Crafts cannot be mixed with food or baked goods unless sold by a non-profit group.
- No carnival or flea market type items permitted except Children's Area prizes.

- The items you indicate on your application are the only items which can be prepared and sold at the festival. Be specific when listing items on your application.
- Raffles require special permission from the Village in advance. 50/50 raffles are not permitted. All giveaways/prizes must be awarded at the festival on or before 5:00PM Sunday, June 30th, 2019. The winner(s) name must be reported to the Festival Committee at that time.

The vendor waives and relinquishes all claims it may have as a result of BeachFest against the Village of Round Lake Beach (“Village”) and its elected and appointed officers, servants, Board of Trustees, individual appointed or elected officials, and employees, and the BeachFest Committee and all participants (“Covered Entities”). The vendor does hereby fully release and discharge the Village and its Covered Entities from any and all claims for injuries, including death, damage, or loss which it may have or which may accrue to any person or the vendor on account of BeachFest and the vendor covenants not to sue the Village or any of the Covered Entities. The vendor further agrees to indemnify and hold harmless and defend the Village and its Covered Entities from any and all claims by third parties resulting from injuries, including death, damages, and losses sustained by the Village or the Covered Entities arising out of, in connection with, or in any way associated with the vendor’s participation in BeachFest. The vendor hereby assumes all responsibility for any bodily injury, death or property damage brought about as a result of its participation in BeachFest.

**Application Signature** \_\_\_\_\_ **Date** \_\_\_\_\_