



2023 TASTE OF GRAYSLAKE FOOD VENDOR APPLICATION

- WHERE:** Grayslake Park District Central Park
- WHEN:** Saturday, June 24, 2023 / 3:00-9:30pm
- SET-UP:** **Day of event** - Saturday, June 24, 2023 from 12:00-2:30pm
Entrance into the park at: 258 Briargate Drive, Grayslake, IL 60030
*All vehicles **MUST** be moved out behind your tent by 2:30pm on the day of the festival. Necessary inspections will begin prior to opening.*
- DEADLINE:** Vendors who participated in 2022 are eligible for priority registration due by May 31, 2023. All applications must be submitted by June 7, 2023.
- VENDOR SPACE:** Booth space is limited to a single 10'x 10' booth, **all vendors need to provide their own tent.** All items being sold or displayed must be contained in the booth space. Come prepared for all types of weather. You must secure your items in the booth in case of windy conditions.
- ELECTRICITY:** There is no electricity at the park. If you require electrical power you will need to note that on your application. However, The Park District rents a large generator to provide power to the vendors. 15 amp/110 volt only. Please see application for fees. If you require electrical power, please note that on your application.
- WEATHER:** The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming The Grayslake Community Park District as an additional insured.
- CONTACT:** Tracy Putkonen - Recreation Supervisor
Phone: (847) 223-7529 | Fax: (847) 223-6386
Email: tputkonen@glpd.com
Mailing Address: Grayslake Community Park District, 240 Commerce Drive, Grayslake, IL 60030
- APPLICATION CHECKLIST:** Please mail, fax or email the following items for approval:
- Application
 - Payment
 - Affirmation & Liability Release
 - Certificate of Insurance
 - Photo of your booth and any high-quality photos for our website and advertising
 - Copy of Temporary Health Permit from Lake County Health Department

KEEP THIS COVER SHEET FOR REFERENCE

2023 TASTE OF GRAYSLAKE FESTIVAL PROCEDURES & CONDITIONS

PROCEDURES

This application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. Detailed list of all proposed products/item sold. Each Food Vendor will be allowed to sell no more than (8) menu items. The Grayslake Park District must approve all menu items and its decision is final. All vendors will be allowed to sell beverages of their choice (non-alcoholic) at their booth.
2. \$250 Food Vendor Fee with a completed and signed application by June 7, 2023. **Vendor fees increase to \$275 after June 7, 2023.** Certificate of Insurance naming The Grayslake Community Park District as an additional insured.

CONDITIONS

1. All Food Vendor locations will be assigned by the Grayslake Community Park District. While written location requests will be considered, placement will be at the sole discretion of the Grayslake Community Park District and staff.
2. Food Vendor parking is provided in designated areas only. Each Food Vendor will be limited to 2 cars per vendor in the park. Parking passes will be issued to those vehicles when they enter the property. If you require additional parking for your staff, they are allowed to park at Grayslake Middle School, Grayslake Central High School or the Grayslake Library.
3. All Vendors will have access in and out of the park during the festival. Each Vendor will be entering and exiting the park through the entrance off of Briargate Drive. To get to the entrance you will take Lake Street north to Carol Street, turn right (Carol Street is the first street on the right after you pass Central High School) to Oakwood turn right to Briargate Drive. 258 Briargate Drive dead-ends at the entrance into the Central Park.
4. All Food Vendors are required to supply the Grayslake Community Park District with a copy of their temporary health permit.
5. A current Certificate of Insurance is required for all vendors naming the Grayslake Community Park District, 240 Commerce Drive, Grayslake, IL 60030 as an additional insured. Certificate of Insurance is required before any vendor can enter into the Park. Certificate can be emailed to tputkonen@glpd.com or faxed to (847) 223-6386.
6. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
7. Food Vendors are required to keep a neat, presentable booth at all times. Dispose of all garbage in trash cans provided by the Grayslake Community Park District.
8. All cooking liquids must be deposited in proper containers. No disposal in the grass is permitted.
9. Food Vendors are responsible for setting up their booth and setting prices. All supplies and equipment are the responsibility of the vendor, which includes any tent, tables, chairs, menu boards, cooking devices, utensils, grills, etc.
10. Vendors who paid for electricity need to provide their own heavy duty (#12 wire) extension cords at least 100ft. in length. Each vendor will be allowed a maximum of 3 outlets at 20 amps each. If you require more, please contact Tracy Putkonen.
11. COVID-19 It is the responsibility of the vendor to follow IDPH & CDC Guidelines for Food Service.

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Business Name: _____

Contact Name: _____ Cell #: _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Were you a vendor in 2022/Do you want the same space? _____

Number of vehicles passes (max 2): _____ Anticipated time of set up? _____

Do you have (please circle) Facebook, Instagram, Handle and/or Hashtag: _____

The application deadline is June 7, 2023. Vendor hereby requests permission to display and sell products and/or services listed on next page. Further, the Grayslake Community Park District reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of vendors selling the same product/item. DO NOT bring items to the festival unless previously approved. On the day of the festival, our standards committee will be monitoring compliance.

I have read, understand and will abide with the Grayslake Community Park District general information, procedures, rates and conditions.

By signing this application, I acknowledge that the festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Food Vendors must remain open until 9:30pm.

Applicant Signature: _____ Date: _____

Please Print Name: _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

The Grayslake Community Park District reserves the right to refuse any application. Submission of this application does not guarantee a space.

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_____ 10'x10' Vendor Space \$250 =\$ _____

_____ Electricity 15amp/110 volt only \$165 =\$ _____

If vendor fee is not submitted and received by June 7, 2023, vendor fees increases to \$275

Total Amount Enclosed=\$ _____

PAY BY CHECK: Please make all checks payable to the Grayslake Community Park District

MAIL TO:

Grayslake Community Park District
Attn: Tracy Putkonen
240 Commerce Drive
Grayslake, IL 60030

PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at the Taste of Grayslake on Saturday, June 24, 2023.

Business Name: _____

Please Check: Visa MasterCard Discover AMEX

Name on the Credit Card: _____

Card #: _____ Exp. Date: _____

Billing Address of Credit Card: _____

Phone Number: _____

Authorized Signature: _____

If you are not accepted for the festival your payment will be returned by June 7, 2023.

2023 TASTE OF GRAYSLAKE VENDOR APPLICATION

REMINDER

No alcoholic beverages may be sold. Vendors can sell non-alcoholic beverages of their choice at their booth.

Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited and all menus need to be approved.

PROPOSED MENU

List 8 items you want to sell at the Taste of Grayslake. Please try to be as specific as possible. Any changes in the menu must be approved in advance.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

