

# FOOD VENDOR APPLICATION

Food Truck Socials are a Village of Lake Zurich event Food Truck Socials are run exclusively by the Village of Lake Zurich. This document serves as the official Village of Lake Zurich Food Truck Social Event Guide and Food Truck Vendor Application.

No other information or source should be followed or considered factual. If you have any questions regarding this guide or anything else not included, please contact Bonnie Caputo, Recreation Director, at [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org).

Media may contact Bonnie Caputo at [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

## FOOD TRUCK SOCIAL EVENT DATE, TIMES, FEES & DEADLINES

**Event Dates:** Wednesdays, June-September, 4-7pm

**Application and Food Vendor Fee Payment (\$25) Deadline:** Prior to designated event day. See pg 6 for form and payment instructions.

**Administrative Documents Deadline:** Due the Monday prior to your designated event day.

## MOBILE FOOD TRUCK VENDOR APPLICATION & REGULATIONS

Only approved Food Truck Social event vendors shall sell or profit from the sale of food concessions.

## VENDOR APPLICATION PROCESS AND FEE

- The event will have limited vendor spaces for food sales only.
- Applications will be accepted on a first come, first serve basis.
- The \$25 fee can be paid on-line (invoice with on-line pay instructions to be created and sent upon receiving application), dropped off in person, or mailed to the address listed below.

Village of Lake Zurich

70 East Main Street

Lake Zurich, Illinois 60047

Attn: Bonnie Caputo - Food Truck Socials

E: [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

- Incomplete, partial, unsigned, or applications without the full vendor fee will not be accepted. Late documents and payments will not be accepted.
- Submittal of an application does not guarantee approval as a Food Truck Social event vendor. All submitted applications will be reviewed, and applicants will be contacted by email about their status.

- If you are NOT chosen as a vendor, your \$25 fee will immediately be returned to you.
- If you are selected as a Food Truck Social event vendor, your \$25 fee is considered non-refundable.
- Make checks payable to the Village of Lake Zurich.
- Please note that your completed application, payment and all administrative documents are due the Monday prior to your designated event day.

## ADMINISTRATIVE DOCUMENTS

Once accepted as a vendor, applicants shall obtain and submit the following administrative documents no later than the Monday prior to your designated event day:

- Copy of your current certificate of insurance showing general liability of at least \$2,000,000 per occurrence, and naming the Village of Lake Zurich as an additional party insured.
- Lake County Health Department Temporary Food Service Permit.

## INCOMPLETE APPLICATIONS, LATE CHARGES & CANCELLATION POLICY

Your application will be considered incomplete if any portion is incomplete or not accompanied by the full payment. Applications that remain incomplete prior to the event date deadline will be considered canceled and any payments forfeited. If the application remains incomplete after the Monday of your designated Food Truck Social event date, it will be considered canceled and any payments forfeited.

Should you wish to cancel for any reason after submitting your application, you may withdraw your application and receive a full refund if the cancellation takes place the Friday prior to your designated event date. No exceptions will be made after.

Food Truck Socials are a rain or shine event. However, the Village of Lake Zurich reserves the right to cancel the event due to dangerous weather conditions or any unforeseen situations that may make it inadvisable to sponsor a large outdoor public gathering. Cancellation may occur prior to or during the event in the case of an emergency situation.

Every effort will be made by event organizers to provide as much notice as possible through email, Village of Lake Zurich Facebook and local media. In the case of cancellation of the event, the Village of Lake Zurich shall not be liable for damages, claims, expenses, or losses. No refunds of vendor fees or costs of rental equipment will be made in the event of a cancellation.

Once all applications are received and processed, the Village of Lake Zurich will decide placement of vendors on the street. Vendors will receive notice of their site placement along with their load-in instructions the week of your designated event date.

Vendors should direct all questions to Bonnie Caputo: 847-540-5068 or [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

## EVENT REGULATIONS

Please read the Vendor Regulations carefully.

By signing the vendor application, you agree to abide by all rules and penalties. These regulations are included in the application that you have submitted to the Village of Lake Zurich as part of the Food Truck Social events. As a food truck vendor, you agree to be bound by all of the supplemental rules and penalties set forth below.

These additional regulations are in addition to any Illinois or Village of Lake Zurich Police or Fire regulations or laws, Illinois Liquor Control Commission laws, and all laws and regulations now in effect relating to the fire, safety, police, public safety, and Homeland Security requirements of the Village of Lake Zurich.

## ALCOHOL CONCESSIONS

Vendors may not sell alcoholic beverages during the event.

## VENDOR SPACE

- Each vendor is assigned one 30 x 15 space. All items and equipment shall fit into and remain within that space. Items outside that area are subject to removal.
- Location will be assigned at the sole discretion of the Village of Lake Zurich staff and will be dependent on Village regulations, pedestrian flow, and optimal layout of the event.
- Vendors are responsible for providing their own equipment including, but not limited to, cooking equipment, inventory, etc.
- In regards to mobile food TRUCK vendors, tents and cooking is not permitted outside the vehicle.
- The sidewalks and walkways near you shall be kept clear for foot traffic. All boxes, supplies, cooking items, etc., need to be kept within your space.
- Vendors are not allowed to consume alcoholic beverages inside their trucks during event hours.
- Vendors shall remain open during the entire event and may not close down because they have run out of food. Vendors are expected to make adequate preparations to serve throughout the whole event.
- Vendors are not allowed to walk the street selling or sampling their menu items.
- Vendors are not allowed to change their menu that was submitted on their application without prior approval from the Village of Lake Zurich staff.
- A vendor may not transfer their space to another vendor without the prior written permission of the Village of Lake Zurich Recreation manager.
- Selling of alcoholic beverages by any vendor is strictly prohibited. No exceptions.

## VENDOR SET-UP

- Village of Lake Zurich staff will be onsite at the Promenade location, 150 West Main Street, Lake Zurich, at 3pm. Vendors may not enter the area or begin setting up prior to 3pm.
- Vendors will receive written information prior to the event detailing when and where they should check in and when they may begin setting up.
- Lake County Health Department permits are the responsibility of the food seller. All vendors shall be set up and ready for inspection by Village of Lake Zurich and Lake County government authorities no later than 3:30pm on the day of the event. You may not serve food until you have been inspected.
- Private water will not be provided and all vendors must make reasonable wash station accommodations.
- Vendors shall be ready to serve at 4pm.
- Event Hours - Opens to the public at 4pm and closes at 7pm. Please DO NOT begin serving prior to inspection and event hours.

## MUSIC/NOISE

- Live music at the event is restricted to entertainment booked by the Village of Lake Zurich.
- No recorded or live music, bullhorns, or speakers of any kind are allowed at any mobile food truck space in any form.

## VENDOR BREAK DOWN

- Vendors will not be allowed to drive out (via a designated exit) until 7pm.

- Vendors are not permitted to dispose of cooking grease/oil in Village sewers or trash receptacles.

## **ELECTRICITY, COOKING EQUIPMENT & GENERATORS**

- Vendors may use propane or gas generators. If you intend to use a propane generator, it must be noted on your application form.
- Electricity is not available and will not be provided by the Village of Lake Zurich.
- Generators may not exceed acceptable noise levels as determined by the Village of Lake Zurich to prevent distraction of other vendors or the events; violation of acceptable noise levels will result in removal.
- All vendor booths using a deep fryer and/or open flame burners are required to have both, a K class extinguisher and 10 lb. ABC fire extinguisher.
- Fire inspections by the Lake Zurich Fire Department are required for all events that have any type of cooking activities.
- All propane cylinders shall be secured and/or chained. All cylinders shall meet current safety standards and shall have a current inspection date on the cylinder. All propane regulators shall be secured and shall not be allowed to hang loose.

## **GOVERNMENT COMPLIANCE**

All vendors are responsible for filing sales and use tax forms with the Illinois Dept. of Tax and Revenue, and paying relevant taxes.

All vendors shall have a current Lake County Board of Health certificate. Without this document, vendors will not be allowed to participate in the Groove Grove event. Vendors agree to comply with all police and other municipal regulations imposed by law.

## **LIABILITY**

**Hold Harmless.** The vendor agrees to hold the Village of Lake Zurich, its directors, staff, employees, representatives, agents, and volunteers harmless against all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the event. The vendor will not hold the Village of Lake Zurich or its agents responsible for any claim, loss, or injury arising in any fashion from vendor's participation in the event and will indemnify Village of Lake Zurich against any such loss or claim.

**Risk of Injury.** Vendor assumes the full risk of any illness and personal injuries of any kind and all damages or losses of any kind which it or its employees may sustain arising out of or relating to the vendor's participation in the event.

**Waiver of Claims.** All vendors agree to waive and relinquish all claims or causes of action of any kind that it or its officers, employees, volunteers, and agents may have against the Village of Lake Zurich and the Village Affiliates arising out of or relating to the event.

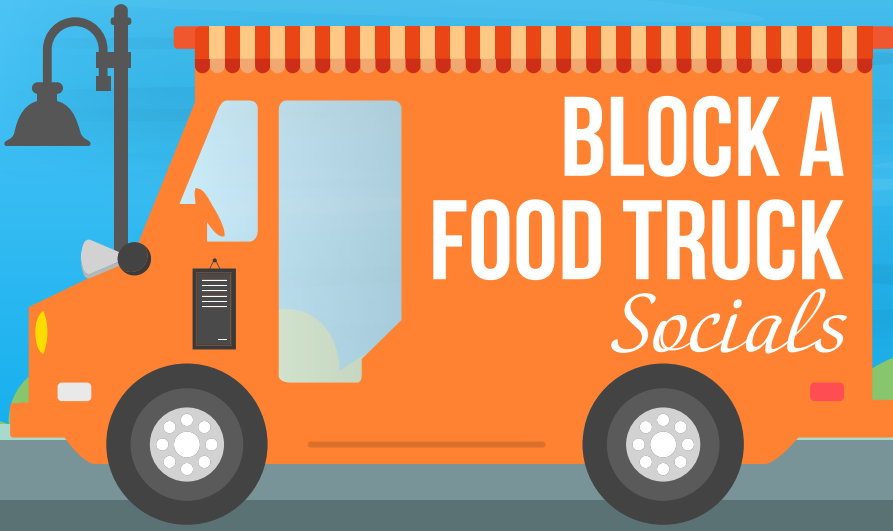
**Release from Liability.** All vendors fully release and discharge the Village of Lake Zurich and the Village Affiliates from any and all claims or causes of action of any kind, including but not limited to illness, injury, death, damages or losses of any kind which the vendors, the vendors' business or its officers, employees, volunteers, agents, patrons or members of the public may have or which arise out of or relate to the event.

## **LICENSING**

The Village of Lake Zurich grants to vendors a non-exclusive license for the Food Truck Social events to use the vendor space during the Food Truck Social events. Vendors accept the vendor space in the condition existing as of the date of the application. The Village makes no representations or warranty with respect to the condition of the vendor space(s). Vendor acknowledges that the Village of Lake Zurich has made no representations or promises to vendors to alter, repave or otherwise improve the condition of vendor spaces.

## **PENALTIES & ENFORCEMENT**

Any vendor participating in the Food Truck Social events who violates any Illinois law or regulation, or the supplemental regulations shall be subject to immediate removal from the Food Truck Social events and revocation of further right to participate.



# FOOD VENDOR APPLICATION

## MOBILE FOOD TRUCK & MOBILE FOOD VENDOR APPLICATION & AGREEMENT

Check the box next to the dates you are applying for; if interested in multiple dates, please list all dates of preference but do note that we are booking on a rotating schedule:

- 5/25    6/1    6/8    6/15    6/22    6/29    7/6    7/13    7/20    7/27    8/3    8/10  
 8/17    8/24    8/31    9/7    9/14    9/21    9/28

Applicant Name(s): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Owner's Cell #: \_\_\_\_\_

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

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

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

On-site Supervisor during event: \_\_\_\_\_ On-site Supervisor's Cell Phone #: \_\_\_\_\_

*Please provide a comprehensive list of all food/beverages you will be selling, and the approximately intended selling price of each item*

FOOD BEVERAGE ITEM (USE REVERSE SIDE IF NEEDED)	APPROXIMATE COST

**PAYMENT & REQUIRED DOCUMENTS**

Admission will be determined by the Village of Lake Zurich staff and based on the best interests of the Food Truck Social events. Confirmation of acceptance will be sent to all accepted vendors via email within a week of the receipt of your application.

- Food Truck Social vendor applications and \$25 payment can be completed on-line (invoice with on-line pay instructions to be created and sent upon receiving application), printed and dropped off in person, scanned and emailed, or mailed to the address below along with payment.

Village of Lake Zurich  
 70 E. Main St.  
 Lake Zurich, Illinois 60047  
 Attn: Bonnie Caputo – Food Truck Socials  
 E: Bonnie.Caputo@lakezurich.org

Please make checks payable to Village of Lake Zurich. If emailing your application, payment shall be received in the office or made online, no later than the Monday of your designated event date.

Please invoice me for the vendor fee with instructions regarding on-line payment.

Yes, I would like to participate in the 2022 Food Truck Social events, and hereby agree to sell or offer for sale at the Village of Food Truck Social events only such items which are listed on the application. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We at this moment affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Lake Zurich Food Truck Social events. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Lake Zurich harmless and to indemnify the Village of Lake Zurich from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we shall carry proof of said insurance when attending the Village of Lake Zurich Food Truck Social events. Enclosed with this is my completed application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Application Complete: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Lake County Health Department Permit: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_