

# HOWL-O-WEEN



## FOOD TRUCK & VENDOR

### APPLICATION

Howl-O-Ween is a Village of Lake Zurich event. Howl-O-Ween is run exclusively by the Village of Lake Zurich. This document serves as the official Village of Lake Zurich Howl-O-Ween 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 Marisa Boynton, Recreation Supervisor, at [marisa.boynton@lakezurich.org](mailto:marisa.boynton@lakezurich.org).

Media may contact Marisa Boynton at [marisa.boynton@lakezurich.org](mailto:marisa.boynton@lakezurich.org)

#### HOWL-O-WEEN EVENT DATE, TIMES, FEES & DEADLINES

**Application and Vendor Fee Payment (\$50 one time fee)**

**Payment and Administrative Documents Deadline:** Due September 1st.

#### VENDOR AND MOBILE FOOD TRUCK APPLICATION

Only approved Howl-O-Ween event vendors shall sell or profit from the sale of items and/or food concessions.

#### VENDOR APPLICATION PROCESS AND FEE

- The \$50 fee can be paid online (Online payment can be done by visiting <https://lakezurich.org/349/Pay-Online> to process the e-payment, make a one-time payment, choose Village General and Miscellaneous Payments from the drop down menu, and use code 20767699) dropped off in person, or mailed to the address listed below.

Village of Lake Zurich  
200 South Rand Road, Lake Zurich, Illinois 60047  
Attn: Marisa Boynton - Howl-O-Ween  
E: [marisa.boynton@lakezurich.org](mailto:marisa.boynton@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 Howl-O-Ween 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 \$50 fee will immediately be returned to you.
- If you are selected as a Howl-O-Ween event vendor, your \$50 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 September 1st.

## ADMINISTRATIVE DOCUMENTS

Once accepted as a vendor, applicants shall obtain and submit the following administrative documents:

- Copy of your current certificate of insurance showing general liability of at least \$1,000,000 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.

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 one month prior to event date. No exceptions will be made after.

Howl-O-Ween is 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. Cancelation 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.

Vendors should direct all questions to Marisa Boynton: 847-540-1752 or [marisa.boynton@lakezurich.org](mailto:marisa.boynton@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 Howl-O-Ween events. As a 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.

## **VENDOR SPACE**

- Each vendor is assigned one 30x15 space for food trucks, or 10x20 space for vendors. 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, tents, etc. Only 10x10 or small tents are allowed.
- 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 or items for sale that was submitted on their application without prior approval.
- A vendor may not transfer their space to another vendor without the prior written permission of the Village of Lake Zurich Recreation Supervisor.
- Selling of alcoholic beverages by any vendor is strictly prohibited. No exceptions.

## **VENDOR SET-UP**

- Village of Lake Zurich staff will be onsite at Staples Park, 510 Red Bridge Rd, Lake Zurich, at designated time. Vendors may not enter the area or begin setting up prior to start of event.
- 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 food vendors shall be set up and ready for inspection by Village of Lake Zurich and Lake County government authorities no later than 30 minutes prior to the start 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 sell by start of event.
- Please DO NOT begin selling 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 30 minutes after the scheduled finish time.
- Food Vendors are not permitted to dispose of cooking grease/oil or gray water in village sewers, trash receptacles, or right of way as per village ordinance.

## 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.
- If not using a propane generator, it is crucial you write down how much power you will need the Village to provide (up to 10 amps per vendor) Electricity is not guaranteed to everyone and will only be supplied on a first come first serve basis.
- 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 food vendor booths using a deep fryer and/or open flame burners are required to have a K class and 10 lb ABC fire extinguishers.
- 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.
- If you are using a grill or open flame, you MUST provide a barrier between the grill and attendees.
- Extension cords shall not be used unless they are rated for exterior use and are sized correctly for the appliance.

## 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 Howl-O-Ween events. 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 Howl-O-Ween events to use the vendor space during the Howl-O-Ween 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 Howl-O-Ween events who violates any Illinois law or regulation, or the supplemental regulations shall be subject to immediate removal from the Howl-O-Ween events and revocation of further right to participate.

# HOWL-O-WEEN



## FOOD TRUCK & VENDOR

### APPLICATION

#### HOWL-O-WEEN VENDOR AND MOBILE FOOD TRUCK

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 #: \_\_\_\_\_

For Food Trucks what side of the truck do you serve from: \_\_\_\_\_ Electric will not be available.

For Food Vendors which common allergies if any do you accomodate? \_\_\_\_\_ Will you be bringing a generator?  Yes  No

Milk  Eggs  Fish/Shellfish  Tree Nuts  Peanuts  Wheat  Soy Beans  Gluten Free

Please provide a comprehensive list of all items you will be selling, and the approximately intended selling price of each item

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 Howl-O-Ween events. Confirmation of acceptance will be sent to all accepted vendors via email within a week of the receipt of your application.

- Howl-O-Ween vendor applications and \$50 payment can be completed on-line printed and dropped off in person, scanned and emailed, or mailed to the address below along with payment.

Village of Lake Zurich  
200 South Rand Road, Lake Zurich, Illinois 60047  
Lake Zurich, Illinois 60047  
Attn: Marisa Boynton - Howl-O-Ween  
E: marisa.boynton@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 September 1st of your designated event date. Online payment can be done by visiting <https://lakezurich.org/349/Pay-Online> to process the e-payment, make a one-time payment, choose Village General and Miscellaneous Payments from the drop down menu, and use code 20767699

- Making online payment       Payment via check enclosed  
at [lakezurich.org](https://lakezurich.org)

Yes, I would like to participate in the Howl-O-Ween event, and hereby agree to sell or offer for sale at the Village of Lake Zurich Howl-O-Ween event 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 Howl-O-Ween Event 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 Howl-O-Ween event. Enclosed with this is my completed application.

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Applicant's Signature

Date

## FOR OFFICE USE ONLY

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

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

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