



Elote Fest 2025 Food & Beverage Vendor Event Application & Agreement



Festival Grounds and Office:
Village of Round Lake Beach Cultural & Civic Center
2007 Civic Center Way
Round Lake Beach, IL 60073 (847) 201-9032

- **THIS IS NOT A CONTRACT.** A limited amount of vendors will be accepted for this event. If your application is approved, your credit card will be processed for payment. You will be contacted via email with your receipt and application approval.
- Valid credit card number required for application.
- Menu of items for sale with prices must be submitted with application in order to be considered. Must have at least one menu item with Elote. Be creative!

Name of Business/Vendor: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Size of food truck/tent: _____ Email: _____

Location: Village of Round Lake Beach Cultural & Civic Center Grounds Dates: August 22, 23, 24, 2025

Time: Fri.(8/22) 5pm-11pm, Sat.(8/23) 3pm-12am, Sun.(8/24) 3pm-10pm

General Information and Guidelines

A. Vendor is defined as:

Any company, organization, or individual that hands out information, attempts to sell an item, or conducts any activity promoting its business or organization event or program.

B. All vendors shall:

- Show respect to other vendors, and Businesses
- Follow all state, county and local health department guidelines
- Have a valid email listed. All communication will be through email. It is the vendor's responsibility to check for email updates.
- Show respect to the environment, facilities and Community (picks up area, leaves no trash)
- Use appropriate language at all times

C. Submit your application with all of the following: Incomplete applications will be refused.

- Vendor Application and Agreement
- Valid credit card number
- Certificate of Insurance
- Illinois Business Tax #
- Copy of Temporary Event Permit from the Lake County Health Department
- Menu of items for sale with prices. Must have at least one menu item with Elote. Be creative!

D. Sales

- Vendor will complete all sales transactions and must supply their own register bank. Illinois sales tax must be collected when required and is the responsibility of the food vendor. All sales disputes, refunds and returns are the responsibility of the food vendor.

A. AGREEMENT TERMS	
Dates of Service only	May operate only on the festival dates.
Dates	Vendor must attend all 3 Festival Dates. August 22, 23, and 24, 2025
Fee: Non-Refundable	\$600 (\$100.00 application fee + \$500.00 towards the 10% gross sales back to Village.)
Payment Terms	After Elote Fest, the vendor shall pay 10% of the gross sales back to the Village within 10 business days. Financial backup documentation showing gross sales for the event must be included. The \$500.00 credit from the fee will be applied towards final gross sales number. Please make 10% of sales payable to Village of Round Lake Beach.

B. REQUIRED PAPERWORK CHECKLIST Incomplete applications will be refused.

Apply Checked by Vendor	Received Checked by Village	
<input type="checkbox"/>	<input type="checkbox"/>	1. EVENT VENDOR APPLICATION AND AGREEMENT This form must be filled out in its entirety and include appropriate signatures.
<input type="checkbox"/>	<input type="checkbox"/>	2. FEE: \$600.00 We accept VISA/MC/DISCOVER Name on card _____ Charge Amount \$ _____ Credit Card # _____ 3-Digit Sec. _____ Exp. Date ____ / ____ Signature _____
		3. CERTIFICATE OF INSURANCE A Certificate of Insurance is required with the following coverage: General Liability Coverage – for all Vendors, with a limit of not less than \$1,000,000 Additional Insured Endorsement – Village of Round Lake Beach 1937 Municipal Way Round Lake Beach, IL 60073 Must be added as an additional insured to the General Liability policy. <input type="checkbox"/> I should have a Certificate of Insurance already on file with a coverage period that includes the date(s) of event(s). <i>Event Coordinator will confirm with you that the certificate on file will fulfill insurance requirement.</i>
		4. Illinois Business Tax # _____
		5. TEMPORARY EVENT PERMIT FROM LAKE COUNTY HEALTH DEPARTMENT Please contact Lake County Health Dept. (847) 377-8040 with any questions.
<input type="checkbox"/>	<input type="checkbox"/>	4. MENU OF ITEMS FOR SALE WITH PRICES - Must have at least one menu item with Elote. Be creative! All Vendors must make a list of goods and prices visible to the customer.

C. VENDOR AGREEMENT

VENDOR AGREES

- Vendor space is limited. The Village of Round Lake Beach has the right to deny vendors.
- Food Vendors are allowed to leave tents/trucks in place for the duration of the festival.
- All tents/canopies/umbrellas must be securely weighed down with sufficient weights to prevent tipping or shifting.
- No power is supplied.
- To supply all of their own equipment and supplies including but not limited to generators, extension cords, heat sources/cooking surface for food, sanitizing equipment, serving utensils, posted price list.
- Any propane tanks used must be secured as to prevent them from tipping over.
- To post a price list of prices of any items being sold.
- Lake County Health Department will be on site at 4pm on Friday, 8/22/25 for inspection.
- The Round Lake Area Fire Dept. requires all food vendors to have a tagged fire extinguisher present.
- The participant is responsible for the cleanup and removal of all waste from the site.
- To abide by all municipal, county and Village of Round Lake Beach ordinances as well as any health department codes that may apply.
- After Elote Fest, the vendor shall pay 10% of the gross sales back to the Village within 10 business days. Financial backup documentation showing gross sales for the event must be included. The \$500.00 credit from the fee will be applied towards final gross sales number. Please make 10% of sales payable to Village of Round Lake Beach.
- **For vendors to be considered for future festivals/events, 10% of gross sales must meet a minimum of \$500.00.**

 Initial that Vendor Agreement has been read and is agreed to.

INDEMNIFICATION AND HOLD HARMLESS

Vendor shall indemnify and hold harmless the Village of Round Lake Beach and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the Vendor's/Exhibitor's activities, provided that any such claim, damage, loss, or expense 1) is attributed to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property, and 2) is caused in whole or in part by any negligent or wrongful act or omission of the Vendor/Exhibitor, or anyone directly or indirectly employed by them, whose acts may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be constructed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph. The lack of or deficiencies in insurance coverage shall not be construed as a waiver of Vendor's obligation to financial responsibility for any claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the vendors activities as described in the Indemnification and Hold Harmless.

The Village of Round Lake Beach may use photographs/video recordings of the Elote Festival including the business name, logo and product in marketing materials to promote the Festival. I hereby release the Village and its representatives from all claims and liability to said photographs and video recordings.

PRINT Vendor Representative Name

PRINT Village of Round Lake Beach Representative

SIGNATURE of Vendor Representative

SIGNATURE of Village of Round Lake Beach Representative

PRINT Vendor Company or Organization Name

Date

Date