

# Elote Fest 2026 Exhibitor & Vendor Application

Friday, 8/28/26: 5 pm-11 pm

Saturday, 8/29/26: 3 pm- 11 pm

Sunday, 8/30/26: 3 pm-10 pm

Festival Grounds and Office:

Village of Round Lake Beach Cultural & Civic Center

2007 Civic Center Way

Round Lake Beach, IL 60073 (847) 201-9032



**Final approval is required before this contract is considered accepted and valid.** 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.

**Initial:** \_\_\_\_\_ Valid credit card number required for application. You will find this form on page 3 of this application.

**Initial:** \_\_\_\_\_ Pictures of items for sale must be submitted with application in order to be considered.

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Please describe the types of items that you make and sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth Space Fee:** \$150/booth space for all 3 dates.

## APPLICATION

- Application deadline is July 17, 2026.
- Pictures of items for sale are due with your application.
- 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.
- The event organizer reserves the right to reject any application. Incomplete applications will be refused.
- All communication will be through email. Please be sure you have a valid email address listed. It is the vendor's responsibility to check for email updates.
- No rain date - the festival is held rain or shine. No refunds will be given.
- Please email [rlbeachcenter@roundlakebeachil.gov](mailto:rlbeachcenter@roundlakebeachil.gov) with any questions.

## **2026 ELOTE FEST VENDOR PARTICPATION:**

- Your set-up space will be a maximum of 15' x 15'. Tents and canopies are permitted within this space. All tents must be secured with tent weights.
- Your booth should be set-up by: Friday: 5 pm, Saturday: 2 pm, Sunday: 2 pm
- All vendors must be in their designated space and ready for the festival to begin at the above times.
- Booth space is accessible by walking only. Vendor parking will be at the RLB Metra parking lot located at 680 E. Mallard Creek Dr. Under no circumstances will you be permitted to drive through the festival grounds.
- Vendors may not leave prior to 8 pm except in cases of emergency. Please notify the Event Organizer if you must leave before the end of festival hours.
- No Power is supplied. No generators are permitted without permission from the Village.
- Tents, tables, chairs and any table coverings are not supplied by 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 are 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 as we have limited space.
- To our groups and organizations, please meet elsewhere and consolidate what you will be bringing to the festival into one vehicle per day.
- You must stay in your allotted space (no soliciting or product permitted in walkways). No unapproved signage permitted outside of your assigned spot.
- Booth must have proper signage with Business Name.
- 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 safety of the festival.
- No resale of vendor space.
- No items of any sort with the Village of Round Lake Beach, Round Lake Beach Cultural & Civic Center or the Elote Fest name or logo are permitted unless approved by the Village.
- No food products or baked goods are permitted to be sold or handed out.
- No carnival or flea market type items permitted.
- 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 5:00 PM Sunday, August 30th, 2026. The winner(s) name must be reported to the Festival Committee at that time.

**Certificate of Insurance and Hold Harmless Agreement**

The Village of Round Lake Beach requires that all participants who carry liability insurance to submit a certificate of insurance. The insurance must be submitted one week prior to the first day of the festival and have the following sentence added to the DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES box:

"The Village of Round Lake Beach, a municipal corporation, and its officers, elected and appointed officials, employees, agents and representatives are added as additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the primary insured person or entity"

And the following in the CERTIFICATE HOLDER box:  
Village of Round Lake Beach, 1937 North Municipal Way, Round Lake Beach, IL 60073

The participant assumes all responsibility for and shall bear all liabilities and expenses relating to the products offered for sale. The participant shall save the sponsoring groups, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns harmless from and against, and indemnify them, from all liability, loss cost, attorney's fees, expenses or damages howsoever caused by reason of products sold by participant, or any act of omission of participant, including but not limited to any injury (whether to body, property, or personal or business character or reputation) sustained by any person to any person or to property, and for any violation of municipal, state or federal laws or regulations governing the products or their sales, or participation at Elote Festival, or which may result from the sale or distribution of the products by the participant.

The participant shall further indemnify the owners of the property where the event is occurring, sponsors, Village of Round Lake Beach, their successors, employees, elected and appointed officials, agents and assigns from all cost and attorney's fees incurred in defending or prosecuting any dispute regarding a violation of the rules and regulations set forth under this agreement.

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.

**By signing below, I agree to abide by this document and have a full understanding of the application, rules and regulations:**

**Signature Required:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment: We accept VISA/MC/DISCOVER**

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

Exp. Date \_\_\_\_ / \_\_\_\_ 3-Digit Sec \_\_\_\_\_ Charge Amount \$ \_\_\_\_\_

Mailing Address linked to Credit Card (if different from page 1):  
\_\_\_\_\_

**Please email your completed application and pictures to: [rlbeachcenter@roundlakebeachil.gov](mailto:rlbeachcenter@roundlakebeachil.gov)**

Village of Round Lake Beach Cultural & Civic Center  
2007 Civic Center Way, Round Lake Beach, IL 60073  
**Phone: 847-201-9032**