

James McDonald, Mayor
Mary Konrad, Clerk
Stacy Michael, Treasurer



Trustees:
Allena Barbato
Jake Cramond
Karen Harms
Jeff Nielsen
Tom O'Reilly
Doug Savell

Celebration of Fall Downtown Lake Villa

**Saturday, September 9, 2023
3:00 p.m. – 8:00 p.m.**

Celebration of Fall will be held on Cedar Avenue and in Lehmann Park on Saturday, September 9, 2023. The festivities include food, live music; hayrides, mobile axe throwing, Touch-a-Truck, Bella's Bouncie obstacle course, face painting, photo props & more! Fireworks to follow immediately after the event.

Vendor Registration is due by Wednesday, August 23, 2023. Payment is due with registration. The cost is \$25.00. Checks should be made payable to Village of Lake Villa.

Booth Space is limited and will be assigned by the committee prior to set up time. The size is 10' x 10', only one vendor per space. Electric available for food vendors. Other vendors electric will be available based on availability

Requirements:

- **Certificate of Liability Insurance & Lake County Health Department Temporary Event Application** is required if you are providing any food samples. The Village of Lake Villa must be named as Additional Insured and be endorsed (see attached sample). This is due prior to the show.
- **Lake County Temporary Health Permit is required for the sale of food.** You must secure the permit and have it with you at the booth on the event day. For more information, please visit their website at: <https://www.lakecountyil.gov/DocumentCenter/View/3241/Temporary-Event-Application-PDF>.
- **Set up can begin as early as 12:00 p.m. and must be completely set up by 3:00 p.m. sharp.** Your booth must stay open **until the end of the night (8:00 p.m.)** Each vendor is responsible for erecting, preparing, removing and cleaning their space(s). Tear down ends at 9:00p.m.
- Vendor shall provide their own tables, chairs, etc.
- Pop-up canopies must be secured with at least 20 pound weights on each leg or increased as necessary for weather conditions. Stakes into the asphalt are not allowed.

Please list all items you would like to sell on the registration form.

If you have questions, please contact Corey Westman at cwestman@lake-villa.org or call the Village Hall at 847-356-6100.

Celebration of Fall Vendor Registration Form

Licensee shall protect indemnify, save and keep harmless the Village of Lake Villa and any of its Agents against and from all claims, loss, cost, damage or expense of any kind of nature, whatsoever, arising out of Licensee action or inaction from (i) any accident or occurrence in, or on at the location; (ii) the sale of any goods or services by Licensee or its agents (iii) the consumption or existence on the Village of Lake Villa or premises of any goods/services by Licensee or its agents; and (iv) any act of omission of licensee, its employees, servants, agents, or invitees, (v) the Licensor is not responsible for weather, no weather refunds. All Licensees personal property of every kind of description which may at any time be on the Premises shall be at Licensees sole risk and Licensor(s) shall not be liable for any damage to said property caused in any manner whatsoever. Fall Festival Committee reserves the right to refuse or remove applicant for any reason. Fall Festival will be held downtown on Cedar Avenue and Lehmann Park in Lake Villa, Illinois. **PERSONAL NAMES** only, no business names (**PLEASE PRINT**).

PLEASE PRINT

Personal Name: _____

Doing Business as: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day): _____ (Night): _____ Space Required:

Website: _____

Email: _____

ITEMS YOU WILL BE SELLING:

Minimal Electricity is available. I have read the attached rules sheet and agree to the rules, requirements and conditions.

PLEASE MAKE A COPY FOR YOUR RECORDS.

Signature: _____ Date: _____

Registration can be mailed or dropped off at the Village Hall. Insurance is due prior to the event.

If you have questions, please contact Corey Westman at cwestman@lake-villa.org or call the Village Hall at 847-356-6100.