



2023 FOOD VENDOR APPLICATION

We are very proud to present one of the most unique and well-known festivals in the Midwest, the 37th Annual Scottish Festival & Highland Games! This two-day summer celebration offers an extensive array of Scottish and Festival attractions.

The Scottish Festival & Highland Games attracts anywhere from 10,000 to 15,000 attendees.

Many activities happen throughout the festival including: Heavy Athletics, Piping & Drumming competitions, Dance Competitions, an Entertainment Rock Stage, a Celtic Marketplace and many, many more. Attendees will be able to purchase admission tickets in advance of the event, but also at the gate the day of the event.

The CHICAGO SCOTS, celebrate Scottish identity on behalf of the Illinois Saint Andrew Society. Established in 1845, the Illinois Saint Andrew Society is the oldest 501(c)3 charity in Illinois. The Society nourishes Scottish identity through service, fellowship, and celebration of Scottish culture. In addition to organizing initiatives to promote Scottish culture, the Society offers a range of elder care services at our Scottish Home and MacLean House. The Society welcomes everyone who is Scottish by birth, by heritage or simply by inclination.

We guarantee that the proceeds from the festival directly support the mission of the Society, Scottish Home, and MacLean House. We strive to ensure that the festival will continue to be Chicago's premiere showcase for Scottish heritage, arts, and culture.

PARTICIPANT PROCEDURES and RULES:

Any vendor wishing to be accepted as a food concessionaire for hot and/or cold food items and/or beverages must adhere to the following rules and policies

APPLICATION DEADLINE: May 22, 2023 – NO EXCEPTIONS

LIABILITY COVERAGE:

- Vendors are REQUIRED to obtain and submit a proof of insurance listing CHICAGO SCOTS/Illinois Saint Andrew Society as the additional insured on General Liability Coverage for a maximum of \$1,000,000.00. Proof of this coverage MUST be emailed or mailed to Chicago Scots by June 1, 2023. Participation as a vendor at the festival is not allowed without proof of insurance

EXHIBIT SPACE, TABLE and CHAIR RENTAL MUST BE PRE-ORDERED

- If you purchase electric, we supply 1 SO cord to the back of your booth. Concessionaires must supply heavy-duty grounded extension cord to plug into SO cord
- **NOTE:** If you purchase more than one booth space, you will be charged electric for the number of spaces you are renting
- Additional tables/chairs will NOT be available for rent the day of the festival
- You CAN bring your own tent

SET-UP TIME SLOTS and EXPECTATIONS

- Friday, June 16th between 8:00 a.m. and 1:00 p.m. or Saturday, June 17th between 6:00 a.m. and 7:30 a.m. You will be asked to schedule your set-up time prior to the festival

UPON ARRIVAL:

- **FIRST** – ALL Vendors must check in at the Vendor Check-In Tent located at the private Vendors only entrance. Located near 333 Pierce Rd. Enter parking lot from Windsor Drive.

AT VENDOR CHECK-IN:

Admission tickets – it will be your responsibility to make sure tickets for employees arriving separately be delivered to the Admission Gate Will Call

- Site Map
- Vendor Parking Pass – valid to unload and park ONE refrigerated or food truck/trailer behind your exhibit space
- **NOTE:** Additional vehicles will need to pay for parking in the main parking lot
- For each 15' x 15' exhibit space, you will receive:
 - Two (2) admission tickets (\$25.00 value each)
 - One (1) complimentary parking/unloading pass (\$5.00 value)
 - If you purchase a space larger than 15' x 15', you will be issued one extra admission ticket and one additional parking pass per each additional space

UNLOADING/SET-UP:

- **ACCESS** to the Vendor only road will be granted during set-up and take-down times **ONLY**. Vehicles will **NOT** be permitted to drive on grass areas of the festival ground unless authorized by festival officials
- You will not have access to drive beyond the Admission Gate Friday after 1 p.m., Saturday between 7:30 a.m. and 7:15 p.m., and after the completion of the Closing Ceremonies. Security will be on-site!

LODGING INFORMATION:

- Overnight campers are not permitted. Nearest campground – Blackwell Forest Preserve in Warrenville, IL.

SPECIFIC REGULATIONS:

- **WATER and SODA SALE PROHIBITED** – vendors will **NOT** be permitted to sell water and/or soda products of ANY KIND at this festival
- **IF YOU SELL CONSUMABLE GOODS**, contact the Sanitarian at the DuPage County Health Department by June 1, 2023, located at East Public Health Center – 1111 East Jackson Street, Lombard, IL. www.dupagehealth.org
- The Health Department will determine your Food Service Permit fee. Send your completed Food Service Permit Application and payment directly to the DuPage County Health Department no later than 14 days prior to the event!
- **HEALTH DEPARTMENT and FIRE DEPARTMENT** regulations must be met by all concessionaires. Failure to comply with regulations and/or service of unapproved menu items may cause a vendor to be closed by inspectors from either department. If you are selling on Friday, have your booth ready for inspection by Friday at 1:00 p.m., for all others on Saturday prior to 8:00 a.m.

- **FLAME PROOF CERTIFICATE** – all tents and awnings to have a “flame-proof” certificate, preferably sewn onto the tent material (if bringing your own tent)
- **ALL COOKING and PROPANE** must be 10’ outside of tents
- **EXTINGUISHER** – each vendor must have a K Type Extinguisher
- **WATER** – running potable water is supplied as required by the Health Department. Water hook-up is communal and no individual vendor may use or interfere with the water supply to the detriment of other vendors
- **DEEP FRYING** – Concessionaires are responsible for storage of fryer fat and/or oils in covered containers. You must remove fryer fats/oils from festival ground when vacating booth. Deep fryers are NOT ALLOWED under any part of your tent or awnings
- **CONCESSIONAIRES WILL NOT BE GRANTED EXCLUSIVE RIGHT** to sell or market any particular food or beverage product at the festival. Concessionaires are prohibited from selling all alcoholic beverages, any soda products, Gatorade or water
- **ICE** will be available for sale to concessionaires on Friday from 1 p.m. to 10 p.m. and Saturday from 7 a.m. to 8 p.m.
- The concessionaire shall be liable for any damage caused to the property. Concessionaires are required to dispose of trash, boxes, etc. in the large dumpsters. Your area must be cleared of all personal trash and will be inspected and documented via photograph at the conclusion of the festival. Violators will receive a \$300 invoice post-event

For questions or comments please contact:

Jack Sanders, Games Manager, Scottish Festival & Highland Games

Email: jacksanders@chicagoscot.org

Phone: 708.426.7111

Please complete the FOOD VENDOR Application on the next page and email it no later than May 22, 2023 to: Jack Sanders, Games Manager, CHICAGO SCOTS **Email:** jacksanders@chicagoscots.org



2023 FOOD VENDOR APPLICATION

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN May 22, 2023

Email to: jacksanders@chicagoscots.org

CONTACT INFORMATION:

Business Name: _____

Main Contact: _____

Phone: _____ Email: _____

Food available: _____

EQUIPMENT REGISTRATION:

15' x 15' exhibit space (3 tickets, 1 parking pass included, tent NOT included) \$495.00 _____

25' x 25' exhibit space (4 tickets, 2 parking passes, tent NOT included) \$735.00 _____

40' x 25' exhibit space (5 tickets, 3 parking passes, tent NOT included) \$1100.00 _____

10' x 10' tent rental (set-up, lighting rods included, walls NOT included) \$330.00 _____

20' x 20' tent rental (set-up, lighting rods included, walls NOT included) \$525.00 _____

10' x 10' walls for tent (price per wall – specify number of walls needed QTY) \$60.00 each _____

Electrical hook-up (MUST select NOW to get power) \$310.00 _____

8' table(s) \$20.00 (each) _____ QTY

Chairs \$5.25 (each) _____ QTY

TOTAL: _____

PAYMENT:

CHECK _____

Make checks payable to CHICAGO SCOTS

Mail to: CHICAGO SCOTS 2800 Des Plaines Ave. North Riverside, IL 60546

CREDIT CARD _____

Name on Card: _____ Card Number: _____

Exp. Date: _____ Security Code: _____

Address associated with Credit Card:

3.5% processing fee applies to all credit card transactions.

As a potential vendor of the **CHICAGO SCOTS** Scottish Festival & Highland Games, I agree to maintain a high level of professionalism while representing your company. As a potential vendor, I promise to conduct business in a way that is respectful to the other vendors in attendance. I will not behave in a way that can be perceived as harmful or detrimental to any other vendors or the attendees at the festival.

At the CHICAGO SCOTS Scottish Festival and Highland Games we:

- Work together to create a supportive, inclusive, and encouraging event and environment
- Share the load and provide encouragement to colleagues and volunteers by treating each other with courtesy, sensitivity, tact, consideration, and respect
- Promote healthy and safe work practices by recognizing that commonsense is fundamental to safety
- Exercise self-control in managing stress, anger and attitude

(Initial) _____ I have read and understand the rules and regulations listed on this form and wish to be entered in the events listed above. I hereby, for myself, my heirs, and executors assign, waive and release any and all rights and claims I may have for damages against Illinois Saint Andrew Society/CHICAGO SCOTS, sponsors, their agents or representatives for any injuries which may be suffered by me attending, participating in or traveling to or from the Scottish Festival & Highland Games.

SUBMIT APPLICATION VIA:

All applications must be received no later than May 22, 2023.

MAIL: CHICAGO SCOTS
2800 Des Plaines Ave. North Riverside, IL 60546

EMAIL:
jacksanders@chicagoscots.org

Additional information can be found at: www.chicagoscots.org

We thank you for your support and dedication to CHICAGO SCOTS!

For questions or comments please contact:

Jack Sanders, Games Manager, Scottish Festival & Highland Games

Email: jacksanders@chicagoscot.org

Phone: 708.426.7111