

# THE 2023 Wilmette Block Party - Food Vendor Registration

## Saturday, September 9, 2023, Noon – 10 pm

Thank you for your interest in being a food vendor for THE 2023 Wilmette Block Party. The completed registration form below can be mailed or dropped off to 1200 Wilmette Avenue, 2nd Floor, Wilmette, IL 60091, Attn: Lindsay Thomas. In addition to registration for the event, all vendors are required to obtain a Village of Wilmette Temporary Food Service Permit. The food service permit application can be found at

[https://www.wilmette.com/download/community\\_development/Temp-Food-Permit-Application.pdf](https://www.wilmette.com/download/community_development/Temp-Food-Permit-Application.pdf).

A \$25 check **made out to The Village of Wilmette** must be included with Temporary Food Service Permit application. Food vendors are encouraged to be present throughout the entirety of event. If a vendor is unable to commit to the full event time, please contact [lthomas@wilpark.org](mailto:lthomas@wilpark.org) to discuss. ***Sustainability is important to the Village of Wilmette and Wilmette Park District. We prefer Styrofoam food ware not be used at this event.***

**Restaurant/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Anticipated hours of food and beverage sales:** \_\_\_\_\_

**List all food items non-alcoholic beverages to be sold at the event, including price:**

**Food vendors are allotted a 10x10 space to serve food. If additional space is needed, please describe:**

**Do you need access to electricity?                      Yes                      No**

**If Yes, describe the *specific* need:**

### **EVENT DETAILS AND REQUIREMENTS**

- Estimated attendance: 10,000+. Organizations should be prepared to restock items as needed throughout the event.
- Setup of each food location will be coordinated through The Village of Wilmette/Wilmette Park District.
- Vendors must provide menu board with price list; prices should include sales tax. Vendors are required to handle their own IL sales tax. NO ALCOHOL SALES ARE ALLOWED.
- Vendors should come prepared with adequate lighting during evening hours.
- Vendors are not allowed to pour grease, oil, dirty water, food debris, hot coals or other waste on the ground, in public trash containers or down street sewer pipes. It is the responsibility of vendors to handle their waste in a proper manner.
- Organizations may only bring other materials not listed above if previously approved by the Village of Wilmette/Wilmette Park District.
- Organization is responsible for own set up/removal of items – all items must be removed at conclusion of the event, no later than midnight.
- The Village of Wilmette/Wilmette Park District have the right to remove any items deemed inappropriate.
- At least one person 21+ must be present throughout the entire event.

### **TERMS AND CONDITIONS**

- All organizations and activities shall comply with all laws at all times.
- Organizations are responsible for cash handling and monetary transactions during the event – **electronic payment is recommended.**
- Compostable to go containers are highly encouraged.
- Areas are subject to inspection by the Village of Wilmette to ensure compliance with Village Codes.
- Village of Wilmette is not responsible for any loss or damage suffered by an organization.
- Food location shall be determined by the Village of Wilmette/Wilmette Park District in its sole discretion.
- Organizations who are no longer able to participate in the event, should notify Lindsay Thomas at 847-920-3925 or [lthomas@wilpark.org](mailto:lthomas@wilpark.org) as soon as possible.