



## Skokie Park District

### 2025 Food Vendor Application

Festival of Cultures  
May 17-18, 2025

Application deadline: March 14, 2025

*\*No fees due at time of application*

Acceptance date: April 1, 2025

If accepted, fees due: April 15, 2025

Event Times of Operation:  
Saturday, May 17 11am-6pm  
Sunday, May 18 11am-6pm

#### **Application/Selection Information**

All applications are due by 5pm on March 14, 2025.

Applications can be emailed to Aryn Fletcher  
([abfletcher@skokieparks.org](mailto:abfletcher@skokieparks.org)) or mailed to:

Aryn Fletcher  
Oakton Community Center  
4701 Oakton St.  
Skokie, IL 60076

Selection and confirmation will be emailed by 5pm on April 1, 2025 to the email address on your application. Selection is based on completed application, menu selection, and priority is given to Skokie restaurants.

#### **Vendor Fees**

Due upon selection, a \$500 booth fee is required, by mail or drop off to Oakton Community Center by 5pm on April 15, 2025. Failure to submit fees will result in forfeit of acceptance and we'll reach out to another vendor.

#### **Application Requirements**

All selected food vendors must complete this application form and obtain a temporary food permit from the Village of Skokie Health Department, [www.skokie.org](http://www.skokie.org). The application must be submitted to the Skokie Health Department by April 15, 2025.

Menus, ingredient information and changes to menu cannot be made after the selection process has been made.

#### **Temporary Food Permit**

A Skokie Health Department staff will inspect all selected food vendor booths for compliance with all applicable health and food safety requirements. Once approved, you will be provided with a temporary food permit that must be displayed during the duration of the event. The Skokie Health Department will conduct spot inspections throughout the event and reserves the right to revoke the temporary food permit of any vendor. A refund will not be given in these circumstances.

#### **Certificate of Insurance**

All selected food vendors must provide Aryn Fletcher with a Certificate of Insurance with coverage for comprehensive liability and property damage (\$1 million minimum) naming the Skokie Park District and Village of Skokie as additional insured. This must be supplied via email to Aryn by April 15, 2025 when payment is made.

#### **Booth Information**

All selected food vendors will be supplied with electricity (20 amps per booth), a covered 10x10 work station, and a handwashing station. All selected food vendors must bring their own tables, chairs, lights, extension cords, and staff for all items sold. Each food vendor must also supply a ½" plywood board for use as flooring in cooking area. Each food vendor is also responsible for naming and signs for their 10x10 space.

Spaces are assigned by the Skokie Park District staff and all assignments are final. All plugs and extension cords must be grounded. All non-grounded outlets/plugs will be disconnected. If you experience any electrical problems during the event, please contact Skokie Park District staff.

#### **Set-up and Breakdown**

All selected food vendors will have access to set-up on Friday, May 16, 2025 and need to be ready for their inspection by 10am on both days of the event. Vehicles are not permitted on site after 10am on Saturday, May 17, 2025. No exceptions! Driving on

the grass to set up or breakdown is strictly prohibited. Vendors are responsible for carrying their items into the event. Vendors are not permitted to dismantle their booth until after 6pm on both evenings. Breakdown must be completed by 12pm on Monday, May 19, 2025. Parking for vendors during operational hours will be in a designated lot.

**Environmental Initiative**

All food vendors must use serving plates and utensils that are environmentally friendly and are not Styrofoam. There is NO Styrofoam use permitted.

**Garbage**

During initial set-up all garbage is to be taken to the dumpsters. These locations will be marked on a site map that vendors will receive once approved. Do not allow materials to build up during event times, as this is unsafe and unsightly. Boxes must be broken down and taken to the dumpster locations during initial set-up. At other times they are to be broken down to assure easier pick-up. Vendors must supply their own garbage containers and plastic bags for their location.

**Water and Sewage**

Water will only be available at designated locations indicated on the site map that will be supplied before the event. Food vendors will need to supply their own containers to transport water to their booth space.

Sewage is NOT provided. Gray water must be captured by food vendors and dumped at the designated areas on the site map.

**Grease and Charcoal**

Containers will be provided for grease disposal and charcoal removal. These locations will be marked on the site map that will be provided once approved.

**Please read and sign:**

Applicant hereby fully releases the Skokie Park District, their officers, agents, and employees from any and all claims from injuries including death, damages or loss, which he/she or the organization or company they represent may have or which may arise to them in connection with Skokie’s Festival of Cultures, held on May 17-18, 2025. Applicant further agrees to indemnify and hold harmless and defend the Skokie Park District, their officers, agents, and

employees from any and all claims resulting from injuries, including death, damages and losses, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection to Skokie’s Festival of Cultures, held on May 17-18, 2025

I have read the above and agree to comply with the guidelines stated here. I understand that failure to do so may result in removal of my display, forfeiture of application fee and/or bill for damages. I have received, read and agree to abide by the rules and guidelines stated in this application.

**Vendor Information**

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BUSINESS & CONTACT NAME

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ADDRESS

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CITY, STATE, ZIP

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CONTACT PHONE

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EMAIL ADDRESS

<b>Menu Items</b>	<b>Price</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

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SIGNATURE

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DATE