

**2025 Hometown Fest**

**Wednesday, July 2 – Sunday, July 6**

**Food Vendor**

**Booth Application**

Each year, the Palatine Jaycees host Hometown Fest, a Fourth of July Celebration which includes fireworks, entertainment, food vendors, parade, carnival, expo and many other family activities. Several thousand people attend the festival each year. In addition to attracting residents, Hometown Fest attracts visitors from surrounding cities and towns. The festival takes place at Community Park located at 262 E. Palatine Road in Palatine.

Reserve a food booth early as there are a limited number of spaces available under the food vendor tent. In addition to product sales, food vendors will have exposure to thousands of people for residual sales at your local restaurant. Single booths ($1500) are 10’ wide (frontage) and 9’ deep under the tent. Double booths ($3000) are 20’ wide and 9’ deep. Additional space behind the tent is available for food preparation and supplies. Single booths receive two 20-amp outlets and double booths receive four 20-amp outlets. Each vendor receives two parking passes. A 50% non-refundable deposit is due by April 15, 2025, with full payment due June 27, 2025.

This year’s festival hours include:

| **Date** | **Times** | **Item** | **Festival Events** |
| --- | --- | --- | --- |
| Tuesday, July 1 | After set up | Vendors may begin setup ONLY after the tent has been set up and fencing in place. Please reach out to us if you cannot set up on this day and we will contact you via phone when the tent is set up. | |
| Wednesday, July 2 | 5PM – 12AM | Festival hours | Entertainment, Carnival, Movie Night |
| Thursday, July 3 | 12PM –12AM | Festival hours | Entertainment, Carnival, Fireworks |
| Friday, July 4 | 12PM – 12AM | Festival hours | Entertainment, Carnival |
| Saturday, July 5 | 12PM – 12AM | Festival hours | Entertainment, Carnival, Expo, Parade |
| Sunday, July 6 | 12PM – 5PM | Festival hours and teardown | Carnival, Expo, Family Day |

To become a food vendor at Hometown Fest, please complete the attached application and mail or email electronic copy to [food@palatinejaycees.org](mailto:food@palatinejaycees.org). Food vendor applications will be evaluated and approved on a first come basis. Registration will be confirmed via email within 21 days of receipt of their application. The Palatine Jaycees reserve the right to refuse entry. Checks will be returned to those applicants not selected. Food tent location will be decided by the Hometown Food Vendor Committee. **All participating food vendors must comply with the attached list of rules and regulations.**

*Any questions or comments can be directed to 2025 Hometown Festival Food Chairpersons:*

Michael Quevillon (847) 701-5150, Trent Englum (815) 762-0625

Email: [food@palatinejaycees.org](mailto:food@palatinejaycees.org)

| **Contact Information:**  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Preferred Contact Method: ☐ Phone ☐ Email  *For questions, contact* [*food@palatinejaycees.org*](mailto:food@palatinejaycees.org) | **Check Booth Type(s):**  ☐Single ($1500)  ☐Double ($3000)  ☐Non-profit (½ cost)  **Payment:**  50% non-refundable deposit  due by April 15.  Payment in full due by June 27  ***Make checks payable to:***  Palatine Jaycees  ***Mail Application and check to:***  Palatine Jaycees – Food Vendors  PO Box 1517  Palatine IL 60078 |
| --- | --- |
| Booth description for use on website (Up to 30 words): | |
| ☐ Check to indicate you read and agree to follow the rules and regulations 1 thru 19 on following pages. | |
| Special Requests: | |
| Other Requests:  \_\_\_\_\_ Anticipated # of bags of ice needed to be purchased each day  \_\_\_\_\_ # of complimentary stakes requested for propane tanks (one needed for each propane tank) | |
| Food Donations/Discounts:   * Would you be willing to donate or offer a discount on food for our entertainers? ☐ Yes ☐ Maybe ☐ No * Would you be willing to donate food for the Kathleen Blanck Memorial Carnival on Wednesday, July 2? (This would require being inspected earlier in the day) ☐ Yes ☐ Maybe ☐ No * Do you offer compostable serveware? ☐ Yes ☐ Maybe ☐ No * If requested, would you be able to switch to 100% compostable serveware? ☐ Yes ☐ Maybe ☐ No | |
| Height of food sign/menu: \_\_\_\_\_ ft | |

| **Proposed Food Menu** (Add additional sheet for additional food items on menu) | | |
| --- | --- | --- |
| **Menu Item** | **Description** | **Price** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Hometown Fest Food Vendor Rules/Regulations**

1. **BOOTH:** The single booth fee includes a space of about 10’ wide (frontage) by 9’ deep under the tent. The double booth fee includes a space of about 20’ wide (frontage) by 9’ deep under the tent. Each vendor will also have additional space behind the tent available for food preparation and supplies. Single booths receive two 20-amp outlets and double booths receive four 20-amp outlets. Food area access is behind the school.
2. **INSURANCE:** Vendors must provide proof of insurance for this event. Minimum insurance requirements are $1,000,000 General Liability; $1,000,000 Auto Insurance and Workers’ Compensation. The following groups must be named as Additional Insured on the policy for the duration of the event: Palatine Jaycees, Palatine Park District, Village of Palatine, Community Consolidated School District 15.
3. **PAYMENT:** A 50% non-refundable deposit is due by April 15 to hold your assigned booth location. If a deposit is not received by this date, the Palatine Jaycees reserve the right to look for alternative vendors. Payment in full is due by June 27. In the event that the festival is canceled, the deposit will be fully refunded.
4. **MENU & PRICING:** Food vendors shall list menu and prices as part of food vendor application. Food vendors are required to post menus and prices during the festival. Changes in menu items or pricing from original application must be received no later than June 5 and they are subject to approval of the Palatine Jaycees Hometown Fest Food Committee.
5. **ITEMS NOT PERMITTED FOR SALE:** Food vendors are prohibited from selling the following items: can/bottled beverages (including soft drinks, soda, sport drinks, tea and water), alcoholic beverages. Vendors are not allowed to sell the following items at prices lower than the carnival: cotton candy, popcorn, snow cones, funnel cakes, corn dogs or items that have not been approved by the food committee and/or not mentioned in The Menu Form.
6. **FOOD HANDLING PERMIT:** Vendors are required to obtain a Temporary Food Event Permit from the Health Department. Please submit your online application in the Village’s Citizen Self Service (CSS) portal no later than **June 1**. For permit application info and a temporary food permit handout, visit <https://www.palatine.il.us/492/Permit-Applications>. For the permit application: 1) the **Event Location** is **262 E Palatine Rd** and 2) Under **Contacts**, please add as an **Event Coordinator: “Michael Quevillon, Trent Englum”.** Vendors are required to follow all fire and safety regulations of the Palatine Fire Department, including fire extinguisher requirements. **If your permit application is not approved or you are not issued a permit during inspection, you will not be allowed to open.**
7. **PROPANE:** ALL PROPANE MUST BE PURCHASED ON YOUR OWN
8. **SETUP**:  Set-up will begin on Tuesday, July 1 (Time TBD). Tent assignments and parking permits will be given to you at this time. Food booth **MUST** be ready for inspection by the Health and Fire Departments on **July 2, 2025 at 1:00PM**. We will provide information on the timing of the inspection closer to the fest. You must be present for the inspection. The Palatine Jaycees **DO NOT** provide tables, chairs, extension cords, breaker power strips, food service equipment or supplies.
9. **PARKING PASSES:** Each vendor will be provided with 2 parking passes. There is limited parking for vendors in Jaycees Lots. Any vehicle parked in this area is required to display the parking pass. This allows the Palatine Jaycees to identify which vendor booth the vehicle belongs to in case the vehicle needs to be moved for deliveries, etc.
10. **ELECTRICAL:** 20-amp electric circuits will be provided by electrical drop (not a generator). Electrical appliances shall either directly plug into outlets on the electrical panel or by a power strip. Double booths can use 4 outlets; single booths can use 2 outlets. Extra outlets may be available based on demand. Please contact the food chairperson(s) by June 5 if you need an extra outlet.
11. **HOURS OF OPERATION:** Vendors need to remain open from festival start time to, at the earliest, 60 minutes before festival end time.
12. **WATER SUPPLY**: A sink and/or hose will be located near the food tent for your use. In addition, there will be portable toilets near the food tent for use by food vendors.
13. **GARBAGE**: Dumpsters will be located near the food tent for your use. The use of school dumpsters is prohibited. All boxes must be broken down before being thrown away. Grease barrels for used cooking grease will be available, please let the food chairperson(s) know if you will need access.
14. **ICE:** Bags of ice will be available at the festival site for purchase. At the end of the night, we will collect the money owed from the number of ice bags you use that day from our records.
15. **DONATIONS:** By contract, the Palatine Jaycees must provide food and beverages for some of the entertainers. If you wish to help us meet this commitment, please check this box on the application and we will contact you for further information. Any donation or discount would be greatly appreciated.
16. **OTHER**: Neither the Palatine Jaycees nor the Palatine Park District nor Community Consolidated School District 15 are responsible for any loss or damage incurred during the festival due to weather, guests, transport, or any other circumstance while on festival grounds.
17. **AD BOOK DISCOUNT:** Food vendors are offered a 20% discount on purchase of ads in the Festival Program. Contact the food chairperson(s) for additional details.
18. **COVID-19:** All vendors will be required to adhere to current state and local COVID-19 guidelines throughout the festival.

*Any questions or comments can be directed to 2025 Hometown Festival Food Chairpersons:*

Michael Quevillon (847) 701-5150

Trent Englum (815) 762-0625

Email: [food@palatinejaycees.org](mailto:food@palatinejaycees.org)