

Application Form

Friday, August 2 – Sunday, August 4, 2024

Mail in or drop off at the North Chicago City Hall Payment Center
Community Days 1850 Lewis Avenue North Chicago, IL 60064
T 847.596.8640 F 847.596.8669 E info@northchicago.org
NorthChicago.org | Facebook.com/CommunityDays

Company / Organization Name _____

Address / City / State / Zip _____

Contact Person _____

Event Day Contact Person _____

Email _____

Phone _____

Event Day Contact Phone (Cell) _____

Website _____



SPONSOR LEVELS

<input type="checkbox"/> Platinum \$20,000	<input type="checkbox"/> Silver \$10,000	<input type="checkbox"/> Partner \$5,000	<input type="checkbox"/> Access Sponsor \$250
<input type="checkbox"/> Gold \$15,000	<input type="checkbox"/> Bronze \$7,500	<input type="checkbox"/> Friend \$2,500	<input type="checkbox"/> Legacy Sponsor \$200
<input type="checkbox"/> Supporter \$1,000		<input type="checkbox"/> In-Kind Sponsor	Contact us

Platinum through Friend Sponsorships include a vendor tent and parade participation

Yes I want a tent **Yes** I will be in the parade **No** I don't need a tent **No** I won't be in the parade **Yes** I will donate a giveaway

PARADE PARTICIPANTS • Entry fees due by July 8, 2024

Community Group \$50 Political Candidate \$100 Business \$100 Number of People Marching _____

Type of Entertainment _____ Animal Type _____

Float/Vehicle Type _____ Special Requirements _____

VENDORS • Review the Vendor Rules & Information page for details, descriptions, definitions, deadlines, and more.

Vendors are expected to occupy their tents both Saturday and Sunday. Single-day vendors must pay the full vendor fee.

I will occupy my tent **Saturday & Sunday** I will occupy my tent **Saturday ONLY**

Choose Non-Food Vendor Type

	Early Bird Discount Due 5/31	Regular Rate 6/1 - 7/7
<input type="checkbox"/> Community Marketplace Shared tent, 1 table, 2 chairs	\$100	\$150
<input type="checkbox"/> Small Business Vendor (No food sales) Review Vendor Rules for full details Privately operated or owned local business Shared tent with other small businesses 1 table and 2 chairs May sell goods or services	\$250	\$350
<input type="checkbox"/> Commercial Vendor (No food sales) Review Vendor Rules for full details Large corporation, franchise or nationwide company Individual 10x10 tent 1 table and 2 chairs May sell goods or services	\$375	\$450
<input type="checkbox"/> Non-Profit Vendor (No food sales) Review Vendor Rules for full details For non-profit organizations only Individual 10x10 tent 1 table and 2 chairs No selling of goods or services	\$200	\$225

Food Vendors: Review Vendor Rules for full details

Food Vendor Tents 2 days (Saturday and Sunday)
*Tents will be inspected at time of check-in and only approved items may be sold or given away

	\$550	\$600
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List the types of good and services that will be available: _____

Required for Food Vendors:

- Certificate of Liability Insurance
- Lake County Health Department Certificate Due July 7, 2024

List any special equipment to be used: _____

SUBMIT APPLICATION

Application Checklist

✓ Review the Vendor Rules & Information page

- ✓ Completed Application (Early Bird discount by May 31. Regular rates June 1 - July 7)
- ✓ Full Payment (checks should be made payable to the City of North Chicago)



Food Vendors

Applications are processed on a first come, first served basis. Incomplete applications will not be accepted. Do not send in an application without payment and insurance. Applications submitted without payment and insurance will be discarded.

To receive a special Early Bird rate, applications are due by May 31, 2024. Any application submitted on or after June 1, 2024 is subject to the regular Vendor Tent rates.

Certificate of Liability Insurance is required with application, listing additional insureds as City of North Chicago, Foss Park District and NCCUSD187.

All food vendors must provide a Temporary Food Service Sanitation Certificate from the Lake County Health Department. Certificates are due by July 7, 2024.

Failure to comply by the deadline will result in the forfeiture of the vendor tent. No refunds will be issued to a vendor who has not submitted a Food Service Sanitation Certificate. Fax to 847.596.8669 ATTN: Hombre Darby or email info@northchicago.org.

Community Days will not give any vendor an "exclusive" for their merchandise and/or services. Due to the limited space available for the event, we reserve the right to limit the number of vendors with the same or similar merchandise.

Community Days is a multi-day event. Vendors are expected to occupy their booth on Saturday and Sunday.

No refunds will be given for vendor cancellations or no-shows.

All vendors MUST list goods and services provided at their tent. Each tent will be inspected, and only approved items may be sold. The city reserves the right to shut down any food vendor that does not comply. No refunds of any type will be issued to a vendor who has been shut down.

Security will be provided on the event grounds. However, vendors should not leave merchandise or personal items in plain sight. The City of North Chicago, Foss Park District and NCCUSD187 are not liable for lost or stolen merchandise.

Food Vendor Parking and Site Access

Parking is available for food vendors in the backfield (west side) of the event site. Access the field from Kennedy Drive, where there will be an entrance checkpoint for all food vendors.

There will be no vendor access from Lewis Avenue. Any vehicle that accesses the field from Lewis Avenue is subject to ticketing and fines.

Vendor Schedule

	Saturday Aug. 3	Sunday Aug. 4
Setup	7-10 a.m.	8-11 a.m.
Hours of Operation	11 a.m.-9 p.m.	11 a.m.-6 p.m.

Other Vendors

Applications are processed on a first come, first served basis. Incomplete applications will not be accepted. Do not send in an application without payment and signed insurance waiver.

To receive a special Early Bird rate, applications are due by May 31, 2024. Any application submitted on or after June 1, 2024 is subject to the regular Vendor Tent rates.

Community Days will not give any vendor an "exclusive" for their merchandise and/or services. Due to the limited space available for the event, we reserve the right to limit the number of vendors with the same or similar merchandise.

Community Days is a multi-day event. Vendors are expected to occupy their booth on Saturday and Sunday. Single-day vendors must pay the full vendor fee. No refunds will be given for vendor cancellations or no-shows.

All vendors MUST list goods and services provided at their tent. Each tent will be inspected, and only approved items may be sold. The city reserves the right to shut down any vendor that does not comply. No refunds of any type will be issued to a vendor who has been shut down.

All non-food vendors must check in at the City of North Chicago tent. Location will be assigned prior to check-in. Unless otherwise directed by staff, all tents must open and close at the designated times.

Non-food Vendor Parking and Site Access

Parking is available for non-food vendors in the Foss Park parking lot behind the Youth Center. Access the lot from Argonne Drive, enter the city hall back parking lot and follow through to the back lot.

There will be no vendor access from Lewis Avenue. Any vehicle that accesses the field from Lewis Avenue is subject to ticketing and fines.

Other Vendor Type Details

It is highly recommended that vendors who require electricity bring their own backup generators.

Community Marketplace vendors will vend in a shared market tent with 1 table and 2 chairs. No electricity is provided. Community Marketplace vendors may sell arts/crafts, produce and other goods. No hot food sales. Any questions regarding acceptable sale items should be cleared with the organizer.

Small business vendors are privately operated or owned local businesses. Small business vendors will receive 1 table and 2 chairs. No electricity is provided. Small business vendors may sell goods or services.

Commercial vendors are large corporations, franchises or nationwide companies. Commercial vendors will receive a 10'x10' tent, 1 table and 2 chairs. Commercial vendors may sell goods or services. Requests for electricity will be considered but are not guaranteed.

Non-profit vendors may be asked to submit proof of their non-profit status. Preferred form of proof is a copy of the IRS Non-Profit Determination Letter. Non-profit vendors will receive a 10'x10' tent, 1 table and 2 chairs. No electricity is provided. Non-profit vendors cannot sell goods or services.



Visit the Community Days tab at NorthChicago.org or 60064.org to download a map of the event site

Parade Rules and Information

Saturday, August 3, 2024



Important Deadlines • New Site Access
Keep this page for your reference

Parade Code of Conduct

In order to ensure the safety of our spectators and parade participants, all parade participants must abide by the following parade code of conduct:

- Parade participants should be dropped off at Adams Street and 10th Street between 8:30 a.m. and 9:30 a.m. for lineup. Vehicles not included in the parade can be parked at North Chicago High School, 1717 17th Street. There will be a shuttle available from the high school parking lot back to the lineup.
- Arrivals after 9:30 a.m. will lose their spot in the lineup and will be staged at the end of the parade.
- The 2-mile parade will begin promptly at 10:00 a.m. and end at the event grounds between the 1700 and 1800 blocks of Lewis Ave.
- The parade will commence rain or shine.
- No person should jump on or off moving mobile units at any time, nor should anyone be hanging onto a moving unit.
- Entries with live animals are responsible for cleanup.
- Please respect the residents and their property along the parade route.
- Be respectful to parade organizers and follow their instructions.
- City officials and police officers reserve the right to remove any unit at any time for failure to follow any criteria or rules or for committing unsafe acts.
- Parade route map available at the Community Days tab at NorthChicago.org.
- The entry fee must be paid to the City of North Chicago prior to July 15, 2024.
- Lineup numbers will be emailed to all participants by Monday, July 29, 2024.

Walking directions to 1850 Lewis Ave, North Chicago, IL 60064

Via Adams St, Jackson St, 19th St/Argonne Dr

Jackson St and 19th St/Argonne Dr 37 mins
1.8 mi

A Adams St
North Chicago, IL

1. Head east toward Adams St 36 ft
2. Turn right onto Adams St 0.2 mi
3. Turn right onto 14th St 0.3 mi
4. Turn left onto Jackson St 0.6 mi
5. Turn right onto 19th St/Argonne Dr 0.6 mi
6. Turn right onto Cty W34/Lewis Ave
Destination will be on the left 0.1 mi

B 1850 Lewis Ave
North Chicago, IL 60064

North Chicago
Community Days
MUSIC FOOD FUN
60064

