

Rock The Block (RTB) is an annual Village of Lake Zurich event held in September from 4 P.M. – 11 :30P.M. RTB is sponsored and run exclusively by the Village of Lake Zurich. This document serves as the official Village of Lake Zurich Rock The Block Event Operations Guide and Food Truck and Street Food Vendor Application.

No other information or source should be followed or considered factual. If you have any questions regarding this guide or anything else not included, please contact Bonnie Caputo, Recreation Director, at [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org).

Media may contact Bonnie Caputo at [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

## **ROCK THE BLOCK - EVENT DATE, TIMES, FEES & DEADLINES**

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Event Date: September 9, 2023, 4 P.M. – 11:30 P.M.

- Application and Food Vendor Fee Payment (\$125 for sweets vendors/\$200 for savory food vendors) deadline: June 1, 2023. See pg. 7 for form and payment instructions.
- Administrative Documents deadline: September 1, 2023 (see pg. 2)

## **MOBILE FOOD TRUCK & STREET FOOD VENDOR APPLICATION & REGULATIONS**

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Only approved RTB vendors shall sell or profit from the sale of food concessions.

## **VENDOR APPLICATION PROCESS AND FEE**

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- The RTB event will have limited vendor spaces for food sales only.
- Applications will be accepted on a first come, first serve basis.
- The vendor fee can be paid on-line (invoice with on-line pay instructions to be created and sent upon receiving application), dropped off in person, or mailed to the address listed below.
- Completed RTB applications can either be completed online, printed and dropped off in person, scanned and emailed, or mailed to the address below.

Paulus Park Barn  
200 S. Rand Rd.  
Lake Zurich, Illinois 60047  
Attn: Bonnie Caputo- Rock the Block  
E: [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

- Incomplete, partial, unsigned, or applications without the full vendor fee will not be accepted. Late documents and payments will not be accepted.
- Submittal of an application does not guarantee approval as an RTB vendor. All submitted applications will be reviewed, and applicants will be contacted by email about their status no later than June 4, 2023.
- If you are NOT chosen as a vendor, your vendor fee will immediately be returned to you.

- If you are selected as an RTB vendor, your vendor fee is considered non-refundable after June 1, 2023.
- Make checks payable to the Village of Lake Zurich.

YOUR COMPLETED APPLICATION AND FULL PAYMENT SHALL BE RECEIVED BY JUNE 1, 2023.  
ALL RELATED ADMINISTRATIVE DOCUMENTS ARE DUE SEPTEMBER 1, 2023.

### **ADMINISTRATIVE DOCUMENTS**

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Once accepted as an RTB vendor, applicants shall obtain and submit the following administrative documents no later than September 1, 2023:

- Copy of your current certificate of insurance showing general liability of at least \$1,000,000 per occurrence, and naming the Village of Lake Zurich as an additional party insured.
- Lake County Health Department Temporary Food Service Permit.

### **INCOMPLETE APPLICATIONS, LATE CHARGES & CANCELLATION POLICY**

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Your application will be considered incomplete if any portion is incomplete or not accompanied by the full payment. Applications that remain incomplete after the June 1, 2023 deadline will be assessed a \$25 late charge. If the application remains incomplete after June 4, 2023, it will be considered canceled and any payments forfeited.

Should you wish to cancel for any reason after submitting your application, you may withdraw your application and receive a full refund if the cancellation takes place prior to June 1, 2023. No exceptions will be made after June 1, 2023.

RTB is a rain or shine event. However, the Village of Lake Zurich reserves the right to cancel the event due to dangerous weather conditions or any unforeseen situations that may make it inadvisable to sponsor a large outdoor public gathering. Cancellation may occur prior to or during the event in the case of an emergency situation.

Every effort will be made by event organizers to provide as much notice as possible through email, text messages, Twitter, RTB Facebook and local media. In the case of cancellation of the event, the Village of Lake Zurich shall not be liable for damages, claims, expenses, or losses. No refunds of vendor fees or costs of rental equipment will be made in the event of a cancellation.

Once all applications are received and processed, the Rock the Block committee will decide placement of vendors on the street. Vendors will receive notice of their site placement along with their load-in instructions two weeks prior to the event.

Vendors should direct all questions to Bonnie Caputo:  
847-540-5068 OR [Bonnie.Caputo@lakezurich.org](mailto:Bonnie.Caputo@lakezurich.org)

### **EVENT REGULATIONS**

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Please read the Vendor Regulations carefully.

By signing the vendor application, you agree to abide by all rules and penalties. These regulations are included in the application that you have submitted to the Village of Lake Zurich as part of the 2023 Rock The Block event. As a food truck vendor, you agree to be bound by all of the supplemental rules and penalties set forth below.

These additional regulations are in addition to any Illinois or Village of Lake Zurich Police or Fire regulations or laws, Illinois Liquor Control Commission laws, and all laws and regulations now in effect relating to the fire, safety, police, public safety, and Homeland Security requirements of the Village of Lake Zurich.

## **ALCOHOL CONCESSIONS**

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The Village of Lake Zurich operates all liquor concessions unless express permission is granted. Vendors may not sell alcoholic beverages during the event.

## **VENDOR SPACE**

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Each vendor is assigned one 30 x 15 space. All items and equipment shall fit into and remain within that space. Items outside that area are subject to removal.

Location will be assigned at the sole discretion of the Rock The Block committee and will be dependent on Village regulations, pedestrian flow, and optimal layout of the event.

- Vendors are responsible for providing their own equipment including, but not limited to, a tent/weights, tables, chair, cooking equipment, inventory, etc.
- The sidewalk behind each food truck shall be kept clear for foot traffic. All boxes, supplies, cooking items, etc., need to be kept within your space.
- Vendors are not allowed to consume alcoholic beverages inside their trucks during event hours.
- Vendors shall remain open during the entire event and may not close down because they have run out of food. Vendors are expected to make adequate preparations to serve throughout the whole event.
- Vendors are not allowed to walk the street selling or sampling their menu items.
- Vendors are not allowed to change their menu that was submitted on their application without prior approval from the RTB committee.
- A vendor may not transfer their space to another vendor without the prior written permission of the RTB event chair.
- Selling of alcoholic beverages by any vendor is strictly prohibited. No exceptions.

## **VENDOR SET-UP**

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- Main Street will be closed to traffic beginning at 10am and street food vendors will begin arriving at 1pm with food trucks arriving at 2pm. Vendors may not enter the area or begin setting up prior to the closing of Main Street. This includes businesses located on Main Street.
- Vendors will receive written information prior to the event detailing when and where they should check in and when they may begin setting up.
- Lake County Health Department permits are the responsibility of the food seller. All vendors shall be set up and ready for inspection by Village of Lake Zurich and Lake County government authorities no later than 3:30pm on the day of the event. You may not serve food until you have been inspected.
- Private water will not be provided and all vendors must make reasonable wash station accommodations.
- Vendors shall be ready to serve at 3:30pm; if you have not arrived by 3:30pm, the committee may choose to not allow entry onto the grounds due to safety concerns. In this case, no refund will be granted.
- Event Hours - RTB opens to the public at 4pm and closes at 11:30pm. Please DO NOT begin serving prior to opening.

## **TENTS**

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- In regards to mobile food TRUCK vendors, cooking is not permitted outside the vehicle. Food vendors not in trucks may sell and serve food from underneath a tent. Tents shall remain inside their designated space and not impede traffic flow.
- If using a tent, they shall be weighted (milk jugs filled with sand, etc.) to prevent moving or lifting due to wind. Vendors MAY NOT use screws, nails or any other devices to affix their tents to the asphalt street, trees, or light poles.
- If you are using a grill, etc, you MUST provide a barrier between the grill and attendees.
- If using a tent, it is strongly advised that vendors provide lighting underneath the tent. The Village of Lake Zurich will not be providing additional light for tents.
- Vendors with tents that are 600 square feet or larger need to have a fire safety permit issued from the Fire Prevention Bureau.

## **MUSIC/NOISE**

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- Live music at Rock the Block is restricted to the authorized stage.
- No recorded or live music, bullhorns, or speakers of any kind or are allowed at any mobile food truck space in any form whatsoever.

## **VENDOR BREAK-DOWN**

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- Vendors will not be allowed to drive out (via a designated exit) until 12am.
- Vendors are not permitted to dispose of cooking grease/oil in Village sewers or trash receptacles.

## **ELECTRICITY, COOKING EQUIPMENT & GENERATORS**

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- Vendors may use propane or gas generators. If you intend to use a propane generator, it must be noted on your application form.
- If not using a propane generator, it is crucial you write down how much power you will need the Village to provide (up to 10 amps per vendor). Electricity is not guaranteed to everyone and will only be supplied on a first come, first serve basis.
- Generators may not exceed acceptable noise levels as determined by the Village of Lake Zurich to prevent distraction of other vendors or the events; violation of acceptable noise levels will result in removal.
- All vendor booths using a deep fryer and/or open flame burners are required to have both, a K class extinguisher and 10 lb. ABC fire extinguisher.
- Fire inspections by the Lake Zurich Fire Department are required for all events that have any type of cooking activities, whether under a tent or inside of a vendor type vehicle such as a Food Truck.
- All propane cylinders shall be secured and/or chained. All cylinders shall meet current safety standards and shall have a current inspection date on the cylinder. All propane regulators shall be secured and shall not be allowed to hang loose.

- All frying, cooking, or grilling operations, with the exception of food trucks, shall be done outside of any tent or covering. Must have a protective barrier between the equipment and the public to be provided by vendors.
- Extension cords shall not be used unless they are rated for exterior use and are sized correctly for the appliance.

## **GOVERNMENT COMPLIANCE**

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All vendors are responsible for filing sales and use tax forms with the Illinois Department of Tax and Revenue, and paying relevant taxes.

All vendors shall have a current Lake County Board of Health certificate. Without this document, vendors will not be allowed to participate in the RTB event. Vendors agree to comply with all police and other municipal regulations imposed by law.

## **LIABILITY**

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**Hold Harmless.** The vendor agrees to hold the Village of Lake Zurich, its directors, staff, employees, representatives, agents, and volunteers harmless against all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the event. The vendor will not hold the Village of Lake Zurich or its agents responsible for any claim, loss, or injury arising in any fashion from vendor's participation in the event and will indemnify Village of Lake Zurich against any such loss or claim.

**Risk of Injury.** Vendor assumes the full risk of any illness and personal injuries of any kind and all damages or losses of any kind which it or its employees may sustain arising out of or relating to the vendor's participation in the event.

**Waiver of Claims.** All vendors agree to waive and relinquish any and all claims or causes of action of any kind that it or its officers, employees, volunteers, and agents may have against the Village of Lake Zurich and the Village Affiliates arising out of or relating to the event.

**Release from Liability.** All vendors fully release and discharge the Village of Lake Zurich and the Village Affiliates from any and all claims or causes of action of any kind, including but not limited to illness, injury, death, damages or losses of any kind which the vendors, the vendors' business or its officers, employees, volunteers, agents, patrons or members of the public may have or which arise out of or relate to the event.

## **LICENSING**

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The Village of Lake Zurich grants to vendors a non-exclusive license for the RTB event to use the vendor space during the RTB event. Vendors accept the vendor space in the condition existing as of the date of the application. The Village makes no representations or warranty with respect to the condition of the vendor space(s). Vendor acknowledges that the Village of Lake Zurich has made no representations or promises to vendors to alter, repave or otherwise improve the condition of the vendor spaces.

## **PENALTIES & ENFORCEMENT**

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Any vendor participating in the Rock The Block event who violates any Illinois law or regulation, or the supplemental regulations shall be subject to immediate removal from the RTB event and revocation of further right to participate.

# FOOD VENDOR APPLICATION

**Mobile Food Truck & Mobile Food Vendor Application & Agreement**  
**Event Date: Saturday, September 9, 2023 from 4-11:30pm**



Application and Payment Deadline: On or before June 1, 2023

Applicant Name(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Owner's Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facebook Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

On-site Supervisor during event: \_\_\_\_\_ On-site Supervisor's Cell Phone #: \_\_\_\_\_

**Food Trucks Only:** Which side do you serve the public from?  Driver Side  Passenger Side

Please provide a comprehensive list of all food items and any beverages you will be selling, and the approximately intended selling price of each item.

Food Beverage Item (Use reverse side if needed)	Approximate Cost

Do not require electric or have own generator  Require electric (110V/15A max)

Approximate amount of time needed to set up: \_\_\_\_\_

# FOOD VENDOR APPLICATION

*Mobile Food Truck & Mobile Food Vendor Application & Agreement*  
*Event Date: Saturday, September 9, 2023 from 4-11:30pm*



## PAYMENT & REQUIRED DOCUMENTS

Admission will be determined by the Rock The Block Committee and based on the best interests of the Rock The Block event. Confirmation of acceptance will be sent to all accepted vendors via email no later than June 4, 2023.

- RTB vendor applications and vendor payments can be completed on-line (invoice with on-line pay instructions to be created and sent upon receiving application), printed and dropped off in person, scanned and emailed, or mailed to the address below along with payment.

Village of Lake Zurich  
200 S. Rand Rd.  
Lake Zurich, Illinois 60047  
Attn: Bonnie Caputo – Rock The Block  
E: Bonnie.Caputo@lakezurich.org

Please make checks payable to Village of Lake Zurich. If emailing your application, payment shall be received in the office or made online, no later than June 1, 2023.

Please invoice me for the vendor fee with instructions regarding on-line payment.

Yes, I would like to participate in the 2023 Rock The Block event, and hereby agree to sell or offer for sale at the Village of Lake Zurich Rock The Block event only such items which are listed on the application. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We at this moment affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Lake Zurich Rock The Block event. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Lake Zurich harmless and to indemnify the Village of Lake Zurich from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we shall carry proof of said insurance when attending the Village of Lake Zurich Rock The Block event. Enclosed with this is my completed application.

Applicant's Signature

Dated

For Office Use Only: Date Application Received: \_\_\_\_\_ Application Complete: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Electricity: \_\_\_\_\_