

2025 McHenry County Historical Society Heritage Fair Food Vendor Application

Event Date: Sunday, 7/13/25, 9 AM - 3 PM (Serve time: 10:30 AM-2:30 PM)

\$50 Payment Due: Upon Contract Signing

Documents Deadline: Friday, 6/27/25

Vendor Application Process & Payment & Required Documents

As outlined above, the \$50 fee can be paid online through this link [Event Vendor Fee Payment](#), or by check and dropped off in person, or mailed to the address below. We cannot accept cash payments.

McHenry County Historical Society
Attention: Director of Operations
6422 Main Street
PO Box 434
Union, Illinois 60180

Make checks payable to McHenry County Historical Society. Incomplete contracts or contracts submitted without the vendor fee will not be accepted. Vendor fees are non-refundable. Have questions? Call us at 815-923-1260.

Completed applications should be sent to patrick@mchenrycountyhistory.org or sent to the address above.

Administrative Documents

A copy of your current certificate of insurance showing general liability of at least

\$1,000,000 per occurrence and a limit of \$2,000,000 total and naming the McHenry County Historical Society and Museum as an additional party insured.

Incomplete Applications & Cancellation Policy

Your application will be considered incomplete if any portion is incomplete or not accompanied by the payment by June 27, 2025. If the application is incomplete as of June 28, 2025, it will be considered canceled, and any fees will be forfeited.

Our events are considered rain-or-shine events. However, the McHenry County Historical Society (MCHS) reserves the right to cancel the event due to dangerous weather conditions or unforeseen situations that may make it inadvisable to host an outdoor event. In the case of cancellation, the McHenry County Historical Society shall not be liable for damages, claims, expenses, or losses. No vendor fees or rental equipment costs will be refunded in case of a cancellation.

Event Regulations

By signing this contract, you agree to abide by all the regulations and penalties.

Vendors may not sell or dispense alcoholic beverages during the event unless otherwise granted permission by the McHenry County Historical Society.

Food truck Vendors are responsible for providing their equipment, including but not limited to cooking equipment, supply inventory, generators, extension cords, exterior signage, etc.

Erecting tents and cooking outside of the truck is not permitted.

Sidewalks and walkways near your area shall be kept clear for foot traffic. All boxes, supplies, cooking items, etc., must be kept in the immediate space around your vehicle.

Unless otherwise arranged, vendors must remain open during event hours and are expected to bring adequate provisions to serve the entire event.

Vendors may not change the menu submitted on this application without prior approval.

Vendor Set Up & Breakdown

Vendors will receive written information a minimum of three days before the event, detailing where they should check in and where and when to set up.

McHenry County Health Department permits are the sole responsibility of the food seller. You may not serve food until you have been inspected.

Private water will not be provided, and vendors must make reasonable wash station accommodations.

Vendors are expected to arrive at the designated time or before and be ready for McHenry County Health Department inspection 30 minutes before the start of the serve time. Please DO NOT begin selling prior to the inspection.

Vendors must be ready to serve no later than 10:30 AM.

Vendors may begin breaking down 30 minutes before the event ends.

Vendors are not permitted to dispose of cooking grease/oil in MCHS trash receptacles or Village of Union storm sewers. MCHS does not have a dumpster so please do not leave large boxes or food containers on the premises.

Electricity, Cooking Equipment, & Generators

Vendors may use propane or gas generators. If you intend to use a propane generator, it must be noted at the time of your application.

Electricity is unavailable in most exterior areas of our grounds and is only provided by MCHS if specific arrangements are requested. MCHS does not provide extension cords, so vendors who request electricity should plan accordingly.

All vendors using deep fryer/open flame burners must have a Class K extinguisher and a 10 lb. ABC fire extinguisher.

Fire inspections by the Union Fire Protection District are required for all events that have any type of cooking activities, whether under a tent or inside a vehicle such as in a food truck.

All propane cylinders shall be secured and/or chained. All cylinders shall meet current safety standards and have a current inspection date on the cylinder. All propane regulators shall be secured and not allowed to hang loose.

Government Compliance

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 McHenry County Board of Health certificate. Without this document, the vendor will not be allowed to participate in the event. Vendors agree to comply with all police and other municipal regulations imposed by law.

Liability

Hold Harmless: The vendor agrees to hold the McHenry County Historical Society, its directors, officers, 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 McHenry County Historical Society or its agents responsible for any claim, loss, or injury arising in any fashion from the vendor's participation in the event and will indemnify McHenry County Historical Society 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 that 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 all claims or causes of action of any kind that it or its directors, officers, staff, employees, representatives, agents, and volunteers may have against the McHenry County Historical Society and Affiliates arising out of or relating to the event.

Release from Liability: All vendors fully release and discharge the McHenry County Historical Society and 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 related to the event.

Licensing

The McHenry County Historical Society grants vendors a non-exclusive license to occupy a space during our events. Vendors accept the vendor space available at the time of the application. The McHenry County Historical Society makes no representations or warranty with respect to the condition or location of the vendor spaces. Vendor acknowledges that the McHenry County Historical Society has made no representation to alter, pave, or otherwise improve the condition of the vendor spaces.

Penalties & Enforcement

Any vendor participating in McHenry County Historical Society events who violates any Illinois law or regulation or supplemental regulations shall be subject to immediate removal from the event and revocation of further right to participate in our events.

Vendors should direct all questions to the Museum's Director of Operations at patrick@mchenrycountyhistory.org or 815-923-1260.

Business Information

Applicant Name(s): _____

Business Name: _____

Business Address: _____

City: _____

State: _____ Zip: _____

Business Phone: _____

Business Owner's Phone: _____

Email: _____

Facebook Page Name: _____

Instagram Page Name: _____

Website Address: _____

Name of on-site Supervisor during the event: _____

On-site Supervisor's cell # during the event: _____

Please provide a comprehensive list of all items you will be selling and the approximate cost of each.

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Item: _____	Price: _____
-------------	--------------

Yes, I would like to participate in upcoming McHenry County Historical Society events, and hereby agree to sell or offer for sale only such items which are listed on this application. I/we swear that all information is correct and complete to the best of my/our knowledge. I/we affirm I/we have read and understand the rules of operation and agree to abide by all rules established for the operation of our events. 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 McHenry County Historical Society harmless and to indemnify the McHenry County Historical Society 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 while attending McHenry County Historical Society events.

Applicant Signature _____ **Date** _____

For Office Use Only

Date Application Received _____ **Application Complete** _____

Payment Amount _____

Certificate of Insurance _____ **Notes** _____