



2026
FESTIVAL OF THE LAKES
FOOD VENDOR APPLICATION AND RULES

Event Dates: Wednesday, July 15 thru Sunday, July 19, 2026
Application Deadline: Friday, April 24, 2026
Name of Applicant/Vendor:
Name of Business:
Mailing Address:
City, State, Zip:
Business Phone:
Alternate Phone:
Email:
Social Media Pages/Handles:

Indicate if you are a Licensed Hammond Business: Yes No
If incorporated/LLC are you registered with the Indiana Secretary of State? Yes No
Please list the main menu items that will be sold at your booth:

Applicants must submit a menu listing the items and corresponding prices with this application.
(Vendors may submit a picture or PDF of their menu.)

1. 4.
2. 5.
3. 6.

- To minimize duplication, the Festival Committee reserves the right to limit items sold by vendors.
Exclusivity of items is not guaranteed to any vendor.
Applications will be reviewed by the Festival Committee the week of April 27, 2026.
The Applicant will receive an email letter of acceptance with a receipt for payment or a letter of decline with payment returned on or after May 8, 2026.
Applications may be denied for any reason, or no reason at all, at the sole discretion of the Festival Committee.
All fees must be mailed with the application for consideration. Payment must be paid in the form of check only, which should be made out to the City of Hammond.
Permits, licenses, and insurance are the responsibility of the vendor and copies must be provided to





### Vendors Must Obtain the Following:

- A **Temporary Food Vendor License** (copy of application enclosed) from the City of Hammond's Controllars Office: 5925 Calumet Avenue, Hammond, IN 46320 (219) 853-6324. *The fee for this license is \$25 for the duration of the Festival. Because this is a City of Hammond event, vendors that are licensed Hammond businesses are still required to apply for the license but will not be charged the \$25 fee.*
- A **Health Department Certificate** and a **Seasonal and/or Annual Temporary permits** (copy of application enclosed) from the Lake County Health Department: 2900 W. 93<sup>rd</sup> Avenue, Crown Point, IN 46307 (219) 755-3655, Contact: Sarah Anderson.

### Vendor Responsibilities

Please initial all:

\_\_\_\_\_ Vendor agrees to remain open for the duration of the festival. If a vendor closes their booth prior to the end of the festival's nightly entertainment, the vendor is subject to being shut down by the Festival Committee for the remainder of the festival without a refund.

\_\_\_\_\_ All vendor employees are the responsibility of the vendor. Any problems concerning vendor employees shall subject the vendor's booth to being shut down by the Festival Committee for the remainder of the festival without a refund. Employees are required to wear a uniform (t-shirts are acceptable) to identify them as being associated with the vendor.

\_\_\_\_\_ All vendors must submit a complete list (name, address, and phone) of all employees who will be working at the Festival of the Lakes to the Food Vendor Manager, Juan Soto, at [sotoj@gohammond.com](mailto:sotoj@gohammond.com) no later than **July 3, 2026**.

\_\_\_\_\_ Vendor confirms that criminal background checks have been conducted on all staff members working at the event and further certifies that no staff member with a criminal history or conviction related to sexual crimes against children, or registered as a sex offender, will be assigned to work at the event.

\_\_\_\_\_ Vendor agrees and understands a limited number of vendor parking passes will be provided to each vendor and that it is the responsibility of the vendor to allocate the limited number of vendor parking passes to its employees / associates for use throughout the Festival. **VENDORS PARKED IN NON-VENDOR DESIGNATED PARKING SPOTS WILL BE TOWED AT THE VENDOR'S EXPENSE.**

\_\_\_\_\_ Vendor agrees and understands **Thursday, July 16, 2026** is a ***ticketed show*** which will require the vendor to arrive and **set up one hour earlier (at 4:00 p.m.)**.

\_\_\_\_\_ In the event that a check is returned due to insufficient funds, a \$30 NSF fee will be incurred. The vendor will then be required to make payment in full (vendor registration fee + NSF fee) in person at:



**Hammond City Hall Controller's Office Suite 111  
5925 Calumet Avenue  
Hammond, IN 46320**

Payment must be made in the form of cash or money order and is due no later than **June 12, 2026**. No other forms of payment will be accepted. Non-payment, or NSF checks may result in the Festival Committee rejecting an application.

**Cancellation Clause**

All vendor fees are non-refundable once selected as a Festival of the Lakes vendor.

**Please initial all:**

\_\_\_\_\_ Vendor has read and agrees to all of the above terms of this application as a condition of participating in the Festival of the Lakes.

\_\_\_\_\_ Vendor agrees to abide by all the rules set forth in the *2026 Festival of the Lakes Vendor Rules* attached hereto, and agrees that failure to follow any of said rules shall subject the vendor's booth to being shut down by the Festival Committee for the remainder of the festival and loss of all vendor fees.

**Signature of Vendor:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail completed vendor application and applicable fees to:**

Hammond Civic Center  
5825 Sohl Avenue  
Hammond, IN 46320  
ATTN: Juan Soto



**2026  
FESTIVAL OF THE LAKES  
FOOD VENDOR RULES**

PLEASE INITIAL ALL:

\_\_\_\_\_ 1. All trailers / self-contained unit vendors must load in on **Sunday, July 12, 2026** between 9:00 AM and 11:00 AM. All trailers must be in place no later than 11:00 AM.

\_\_\_\_\_ 2. Tents must load in on **Monday, July 13th, 2026** between 6:00 AM and 2:00PM.

\_\_\_\_\_ 3. All vendor vehicles must be off the premises one hour prior to the festival's opening.

**Festival Dates/Times are as follows:**

- Wednesday, July 15 – 5:00 PM to 1 hour after end of concert (approximately 11:30 PM)
- Thursday, July 16 (**Ticketed Show**) – **4:00 PM** to 1 hour after end of concert (approximately 11:30 PM)
- Friday, July 17 – 5:00 PM to 1 hour after end of concert (approximately 11:30 PM)
- Saturday, July 18 – Noon to 1 hour after end of concert (approximately 11:30 PM)
- Sunday, July 19 – Noon to 1 hour after end of concert (approximately 11:30 PM)

\_\_\_\_\_ 4. All booths must be open for the duration of the festival. If you close prior to park closing on any night, your vendor booth will be closed for the remainder of the festival with no refunds available.

\_\_\_\_\_ 5. All vendors must have the required permits and licenses available at their location for the duration of the festival. This includes the permit from the Lake County Health Department and the license from the City of Hammond.

**NOTE: New for 2026** – The **Lake County Health Department** is issuing **Seasonal and Annual Temporary permits** which will look different than the single event permits that vendors were required to get in the past. These permits will have the vendors name and the dates for which they are valid, but will not have the specific name of the event listed on them. Single event permits will still be issued to those vendors who request them. Questions from vendors should be directed to the Lake County Health Department Food Division at 219-755-3655.

\_\_\_\_\_ 6. All vendors must carry liability insurance in the amount of *at least* one million (\$1,000,000) per person coverage, and name the City of Hammond, the Hammond Port Authority, and the Hammond Park Department as additional insureds. Email a copy of the Certificate of Insurance to Juan Soto at [sotoj@gohammond.com](mailto:sotoj@gohammond.com) no later than **June 26, 2026**.

\_\_\_\_\_ 7. Booths must be clean at all times and must abide by all Lake County Health Department standards. Any garbage should be placed in front of the booth prior to leaving the park each night to ensure proper cleaning.

\_\_\_\_\_ 8. All booths must be completely cleaned at the end of the last day of the festival. Do not leave anything behind. You are responsible for all of your equipment.



\_\_\_\_\_ 9. All vendors and their employees must be presentable. Vendors and their employees must wear appropriate, clean attire that displays your company name. It is required that clean hygiene is practiced at all times. Face masks and gloves must be provided to employees by the vendor.

\_\_\_\_\_ 10. Vendors must purchase all beverages (**ONLY Pepsi products will be permitted to be sold**) and ice from the Controller's Office trailer. **Cash Only!** Additionally, these products must be sold at the pricing set by the Festival Committee.

**Any vendor selling beverages not purchased from the Controller's Office trailer and/or those selling beverages at a price other than the prices set by the Festival Committee, will be shut down for the remainder of the festival without a refund. Violation of this condition will exclude the vendor from eligibility for future City of Hammond events.**

\_\_\_\_\_ 11. Vendors are prohibited from selling non-food and drink items (i.e.: t-shirts, jewelry, rain ponchos, umbrellas, etc.).

\_\_\_\_\_ 12. Vendors are not allowed any decorative lighting on booths.

\_\_\_\_\_ 13. **Due to Fire Codes, vendors are not allowed to put up additional tents.** If additional tents are needed, you must inform us in your initial application and there will be an additional charge. **Violation of this condition will exclude the vendor from eligibility for future City of Hammond events.**

\_\_\_\_\_ 14. Vendor tents, trailers or self-contained units and any/all signage may not exceed your allotted space. Promotional signage will not be allowed outside of your booth space, nor will any language be allowed in front of your booth other than the festival menu.

\_\_\_\_\_ 15. Canopy, pop-ups and make-shift coverings or awnings must be within your designated booth space.

\_\_\_\_\_ 16. All propane tanks and fire extinguishers must be properly secured and will be subject to Fire Department inspection.

\_\_\_\_\_ 17. All booths must be managed by an adult (age 21+). This person must be at the booth at all times. *Children under the age of 15 are not allowed to be in the booth area unattended nor can they work in any booth.*

\_\_\_\_\_ 18. Vendor is expressly **prohibited** from using the Festival of the Lakes logo and from creating posts, including event pages, on any social media platforms, (**including specifically a Facebook page or Facebook event page**) using the Festival of the Lakes image or likeness or using the words "Festival of the Lakes" in an event page. **Vendors are authorized to create posts on any social media platforms to advertise and share their participation as a vendor at the Festival of the Lakes.** Vendors may share official Festival of the Lakes posts on their pages as a way of promoting their business as a vendor at Festival of the Lakes. The City of Hammond reserves the right to share vendor posts on any social media platforms to advertise the Festival of the Lakes. Vendors may not post disparaging or immoral images or videos while a vendor during the Festival of the Lakes.



\_\_\_\_\_ 19. All booths are subject to inspection by the Lake County Health Department, Hammond Police Department, Hammond Fire Department, Hammond Parks Department, and other governmental units at any time. Failure to immediately comply with any order of governmental units will subject the vendor to the immediate closure of the vendor booth for the remainder of the Festival of the Lakes without a refund.

**Signature of Vendor:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please sign and return these Vendor Rules with your application.*

**Retain a Copy for your records.**