



555 Reinking Rd., Pingree Grove, IL 60140  
(847) 464-5533; [info@pingreegrove.org](mailto:info@pingreegrove.org)

**COMMERCIAL SOLICITATION VENDOR LICENSE APPLICATION PACKET  
FOR PEDDLERS, SOLICITORS, ITINERANT MERCHANTS,  
NON-STATIONARY FOOD OR BEVERAGE/ICE CREAM VENDORS**

**INDIVIDUAL SOLICITOR PERSONAL INFORMATION – (Business owner/operator may not register on behalf of a soliciting group or rotating solicitor individuals. Each individual engaged in solicitation activity must apply.)**

NAME: LAST, FIRST, MI

PERMANENT ADDRESS:

CITY/STATE/ZIP:

E-MAIL:

CELL PHONE:

DATE OF BIRTH:

HEIGHT:

WEIGHT:

HAIR COLOR:

EYE COLOR:

BRIEF DESCRIPTION OF NATURE OF BUSINESS, THE GOODS TO BE SOLD, OR THE SERVICES BEING OFFERED:

MAKE & MODEL, YEAR & COLOR of VEHICLE BEING USED

LICENSE PLATE #:

VEHICLE INSIGNIA:

VALID DRIVER'S LICENSE NUMBER:

STATE ISSUED BY:

**BUSINESS BEING REPRESENTED FOR SOLICITATION**

NAME OF BUSINESS

BUSINESS TAX I.D.

BUSINESS ADDRESS

CITY/STATE/ZIP

NAME OF BUSINESS OWNER NAME

BUSINESS PHONE

BUSINESS E-MAIL

**APPLICATION & LICENSE FEES**

DATES OF SOLICITATION (APPROVAL ONLY GIVEN FOR DATES INDICATED)

NUMBER OF DAYS:

Number of days is limited to 30 days for peddlers and solicitors, and 180 days for itinerant merchants, food/ice cream vendors.

**Application & License Fees (all fees are non-refundable)**

	Fee	# Days	Total Fees
Application Processing	\$100.00	1	\$100.00
Peddlers License – per day	\$50.00 x		\$
Solicitor License – per day	\$50.00 x		\$
Itinerant Merchants License – per day	\$50.00 x		\$
Non-Stationary Food or Beverage/Ice Cream Vendors License – per (1) month <i>* See page 3 for additional obligations for this license type.</i>	\$50.00 x		\$
<b>TOTAL APPLICATION &amp; LICENSE FEES:</b>			<b>\$</b>

**APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION TO CONDUCT BACKGROUND CHECK****MY SIGNATURE BELOW AFFIRMS, AUTHORIZES AND ACKNOWLEDGES THAT:**

- I have read and understand the rules and definitions contained within this application.
- I have not been convicted in the past four (4) years of a felony, any sex offense as defined in Article XI of the State of Illinois Criminal Code, assault, aggravated assault, battery, aggravated battery, eavesdropping, theft, deception, criminal damage to property, criminal trespass to land or vehicles, unauthorized possession of weapons, sale, or possession of any dangerous or narcotic drug, or disorderly conduct; and
- The Village of Pingree Grove Police Department is authorized to conduct a fingerprint background check and consider results prior to approving a solicitor's license; and
- The information provided is true and correct, and that an approved status of an issued license under this application is dependent upon compliance with all Village ordinances, and Municipal Code Title 4, Chapter 5, while this license is in effect. Non-refundable application and license fees, and documentation is due at time of application. Incomplete applications will not be considered; and
- I understand not to solicit, approach, or disturb places bearing a sign indicating - no trespassing, no peddlers, no solicitors, or the like – and that a penalty of ordinance violation is \$750.00 per day of violation.
- Solicitors found in violation of Village Code Title 4, Chapter 5, will be fined \$750 per day of violation.

**APPLICANT'S PRINTED NAME:****APPLICANT SIGNATURE****DATE:**

- Once application completed and fees paid, **schedule an appointment for a fingerprint background check** with the Village Police Department by contacting **(847) 464-4600** or email: [info@pingreepolice.org](mailto:info@pingreepolice.org),
- If background check results are successful, the Police Department will issue a solicitation ID badge with the approved dates for solicitation.
- Solicitation ID badge must be worn or on your person at all times during solicitation and further presented upon request.
- Upon conclusion of solicitation period, return solicitation ID badge to the Police Department.
- Do not approach, disturb, solicit, or leave handbills to any place within the Village bearing signage of "no trespassing," "no peddlers," "no solicitors," or the like.
- A penalty of \$750.00 per day will be assessed to any person in violation of Village Code Title 4, Chapter 5.
- Questions can be directed to Village Municipal Center (847) 464-5533 or email: [info@pingreegrove.org](mailto:info@pingreegrove.org)

**VILLAGE USE ONLY**

Date Application Received:	License Type Applied:	Backup Documents Verified:	Amount Paid and Method of Payment:
Date Background Check Completed:	<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied	Date ID Issued to Applicant	Date ID Returned by Applicant
If application denied, state reason:			

## VILLAGE SOLICITATION INFORMATION

It is the responsibility of the applicant(s) to refer to Village Code - ***Title 4: Business and License Regulations, Chapter 5 – Peddlers, Solicitors, Itinerant Merchants, Ice Cream Vendors, and Handbills***. It is unlawful to engage in all forms of commercial activity of peddlers, solicitors, itinerant merchants, non-stationary food, or beverage vending vehicles/ice cream vendor, and handbills ("***Solicitation Vendor***") without first obtaining an approved Solicitation Vendor License from the Village Clerk or their designee and a registered solicitation ID badge from the Village Police Department.

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### DEFINITIONS:

**PEDDLER:** A person engaged in business who engages in the sale of any commercial item on any street, sidewalk, park, or public place, or who travels from place to place in the Village, or who engages in the sale and delivery from any vehicle or pushcart going from place to place in the Village any commercial item, and who carries such commercial item with him for delivery at the time of sale. Notwithstanding the foregoing, a company that is engaged in sales of commercial items from a fixed location and which engages in otherwise lawful sales of commercial items upon the sidewalk or right-of-way adjacent to their fixed place of business shall not be deemed to be a peddler.

**SOLICITOR:** A person engaged in business, going from place to place in the Village or on any street, sidewalk, park, or public place, who takes orders for future delivery of any commercial item, who solicits subscriptions for books, magazines, newspapers or other periodicals, publications, or commercial items for immediate or future delivery, or who offers to furnish services or invites orders for services or any commercial item.

**ITINERANT MERCHANT:** A person engaged in business in the Village offering for sale any commercial item, who intends to continue such business in the Village for not more than one hundred eighty (180) days and who, for such purpose, leases or occupies all or part of any room, structure, or vacant lot in the Village for the display of such commercial item, or in connection with the offering of such services.

**\*NON-STATIONARY FOOD OR BEVERAGE VENDING VEHICLE/ICE CREAM VENDOR:** A mobile vehicle from which the retail sale of food or beverage, ice cream, frozen confections, or similar desserts for human consumption.

**\*Non-stationary food or beverage vending vehicles/ice cream vendors** are additionally obligated to provide with application, proof of automotive liability insurance coverage and a policy of comprehensive general liability insurance issued by a solvent and responsible insurance company authorized to do business in Illinois. Each policy shall carry a minimum limit of coverage of one million dollars (\$1,000,000.00) per occurrence and provide the Village with a certificate of insurance naming the Village of Pingree Grove as an additional primary insured without right of subrogation.

The operator of any food or beverage vending vehicle/ice cream vendor shall report and pay Sales Taxes, with such Sales Taxes being reported as originating within the Village of Pingree Grove, where required under applicable Illinois law. The operator of any food or beverage vending vehicle/ice cream vendor shall also remit any Prepared Foods Tax (2% of gross sales) required under this Code directly to the Village of Pingree Grove. ***All operators shall be required to register to pay the Prepared Foods Tax as a condition of licensure. Prepared Food & Beverage Tax forms can be found on the Village website:***

[https://www.villageofpingreegrove.org/DocumentCenter/View/1995/PREPARD-FOOD-TAX\\_REG\\_RETURN](https://www.villageofpingreegrove.org/DocumentCenter/View/1995/PREPARD-FOOD-TAX_REG_RETURN)

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