



2221 W. 43rd Street
Chicago, IL 60609
Office: 773.868.3010 | Fax: 773.868.0425
www.chicagoevents.com

Vendor Application

Festival de La Villita

Friday, September 10th from 6 pm to 11pm
Saturday, September 11th from 12 pm to 11 pm
Sunday, September 12th from 12 pm to 11 pm

Location: 26th Avenue at Kostner
Beneficiary: Little Village Chamber of Commerce
Application Deadline: August 18, 2010

Type of Vendor: (check one)

- Not-for-Profit Artist Food Beverage Merchant/Retailer*

*Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices or locations on a regional or national basis are required to participate at the sponsor level. Depending on the involvement, this level includes on-site promotion, media benefits, preferred booth placement and entrance banners. For more information, contact Veronica at 773-868-3010 x257.

Contact Information: (All information is REQUIRED)

Name of Business If due a refund, please make check payable to Name of Business

Contact Name If due a refund, please make check payable to Contact Name

Street Address

City State Zip

Day Phone Number

On-site Contact Number

Fax Number

FEIN Number/Illinois Business Tax Number/Social Security Number

E-mail Address (if applicable)

Detailed Description of Items to be Sold/Displayed:

Payment:

Applications **MUST** be submitted with full payment to be considered. **There are NO EXCEPTIONS to this rule.**
All payments (including security deposits) will be processed regardless of your status of acceptance into festival.

Visa MasterCard Cash Check # _____ Money Order

Card # _____ Exp. Date _____ (There is a \$10 processing fee for all credit card applications)

Refund Process: *Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.*

- o A \$50 non-refundable administration fee will be applied to any cancelled application.
- o Cancellations made between August 24, 2010 and September 01, 2010 will forfeit 50% of total fees paid.
- o Cancellations made after September 02, 2010 (including the day of event) will NOT be entitled to a refund.
- o All denied applications will receive a full refund.
- o Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.

Booth Space: (Select ONE)

Not-for-Profit (handing out brochures/materials):

10'x10' Space **Fee \$300.00** 10' x 20' Space **Fee \$600.00**

Total _____

Not-for-Profit (selling):

10'x10' Space **Fee \$500.00** 10'x 20' Space **Fee \$800.00** 10'x 30' Space **Fee \$1,100.00**

Total _____

Artist: (All items must be **hand-made** by the person applying)

10'x10' Space (Limit 2) **Fee \$300.00** # of spaces _____

Total _____

Merchant/Retailer: (Items can be a combination of hand-made or imported)

10'x10' Space **Fee \$500.00** # of spaces _____ 10'x 20' Space **Fee \$800.00** # of spaces _____

Total _____

Food*: (Food and non-alcoholic beverages)

10'x20' Space (Limit 4) **Fee \$1250.00** # of spaces _____ **Refundable security deposit \$200.00**

Total _____

*You are also required to complete the attached 'Temporary Food Vendor License'

Additional Rental Equipment:

10'x10' Tent:	\$160.00	Quantity _____	Total _____
10'x20' Tent:	\$275.00	Quantity _____	Total _____
Tent Sides:	\$10/10' Side	Quantity _____	Total _____
8' Table:	\$25.00	Quantity _____	Total _____
10' Counter:	\$15.00	Quantity _____	Total _____
Chair:	\$5/chair	Quantity _____	Total _____
Sign Poles:	\$15/set	Quantity _____	Total _____

Electricity:

Do you require electricity? Yes No

Artist/Merchant/Not-for-Profit: \$75.00 Festival Hours Only / \$125.00 Overnight

Food/Beverage: \$175.00 Festival Hours Only / \$225.00 Overnight

Total _____

If electricity is required, it **MUST** be purchased from Special Events Management (SEM) – personal generators are not acceptable at any street festival.

*Desired space location is **NOT** guaranteed as all booths with electricity will be grouped together.

Please list **ALL** appliances, including lighting and sound, which will require a power source at the above event. These requirements must be provided to service your equipment properly (please be specific).

- ✓ Voltage = the current
 - 110/120: house current
 - 220: Freezers, pizza ovens
 - 480: Heavy equipment
- ✓ Amps
 - 15 amps: Normal household appliances
 - 20 amps: Heat Lamps, electric cookers
 - 40 amps: Deep fryer, refrigeration

* Amp rating can be found on the back of the appliance near the cord.

<u>Appliance Type</u>	<u>Quantity</u>	<u>Voltage</u>	<u>Amps</u>	<u>Phase</u>

If overnight electricity is needed, please describe use:

Please note any special power requirements that you may have:

Requirements:

- ✓ Electrical outlets may be up to 50 feet from booth. You must provide your own extension cords (minimum 12-gauge).
- ✓ Only one appliance may be plugged in per outlet. Power strips may be used only with CSEM authorized electrical approval.
- ✓ No sharing of power with other vendors or booths.

Insurance:

Insurance is required for all food and beverage vendors. Insurance certificates **MUST** be submitted with application.

The below information **MUST** be included on insurance certificate:

Description MUST read:

- o **For participation in the Festival de La Villita, being held September 10-12, 2010 at 26th Avenue at Kostner.**

Additionally insured MUST name:

- o City of Chicago
- o Special Events Management
- o Little Village Chamber of Commerce

Materials Required:

Your application will **NOT** be processed without the following information:

Not-for-Profit/Artist/Merchant:

Completed festival application*

*Submission of an application does **NOT** automatically guarantee acceptance into the festival. A confirmation letter signifies acceptance only (confirmation letters are sent out approximately 3 weeks prior to the festival).

Photos or slides of wares (include self-address stamped envelope to return)

Illinois Business (Sales) Tax Number (Please contact the Illinois Dept. of Revenue at 217-785-3707 or visit <http://revenue.state.il.us/Businesses/register.htm>), FEIN Number or Social Security Number

Payment for space fees, rentals and electric fees

Food/Beverage:

Completed festival application*

*Submission of an application does **NOT** automatically guarantee acceptance into the festival. A confirmation letter signifies acceptance only (confirmation letters are sent out approximately 3 weeks prior to the festival).

Copy of the Summer Sanitation Certificate (call the Hospitality Academy at 312-791-6030 for more information)

Copy of current health inspection (If you need to schedule an inspection within the City of Chicago, please call 312-746-8047)

Certificates of Insurance

Completed Temporary Food Vendor License application

Payment for space fees, rentals and electric fees

Total Fees:

Event Booth Fee (including security deposit) \$ _____

Electricity \$ _____

Rental Equipment \$ _____

TOTAL: \$ _____

Make check payable and mail completed materials to:

**Festival de La Villita
c/o Special Events Management
2221 W. 43rd Street
Chicago, IL 60609**

By signing this agreement, I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Hosting Organization – Little Village Chamber of Commerce and or agent thereof, SEM) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that SEM is acting as an agent for the hosting organization (Little Village Chamber of Commerce) who owns the event and at no time is SEM empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

FOR OFFICE USE ONLY	
Date: _____	Amount: \$ _____
Check #: _____	
Code: _____	CC Transaction #: _____
Initials: _____	

Rules and Regulations

1. **Contract Cancellation:** Special Events Management reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of

proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.

2. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
3. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
4. **Water:** Unless otherwise specified, running water is **not** provided.
5. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth.
6. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.
7. **Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Special Events Management. You are directly responsible for any city violated ordinances and fines.
8. **Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.
9. **Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 minimum loss of your security deposit, and/or space cancellation.
-Sidewalks must be left unobstructed unless otherwise indicated.
10. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
11. **Indemnification:** Little Village Chamber of Commerce and Special Events Management, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.

Normas y Reglamentos

1. **Cancelación del Contrato:** La administración de Eventos Especiales se reserva el derecho de cancelación del contrato a expositores en cualquier momento para bien del festival, ya sea por su propia y absoluta discreción o por la dirección de sus clientes. La administración devolverá a los expositores los dineros correspondientes por cualquier cancelación por parte de ellos de acuerdo a las normas y reglamentos. La administración NO hará devoluciones de dinero a los expositores que no tengan los apropiados permisos de la ciudad, incurran en faltas y/o no cumplan con los documentos requeridos para el festival.
2. **Exclusividad:** El Festival no garantiza ninguna exclusividad a ningún expositor.
3. **Localización del puesto:** El festival se reserva el derecho a re ubicación de cualquier expositor en caso de que sea necesario después de que el espacio haya sido asignado.
4. **Agua:** A menos y únicamente por razones específicas, fuentes de agua no son suministradas.
5. **Electricidad:** No son permitidos los generadores personales o portátiles para uso en su puesto.
6. **Música:** El festival limita la música ya sea en vivo y pre-grabada en su puesto durante el evento. Toda música debe ser aprobada por el comité del festival.
7. **Leves:** Es prohibido hacer Huecos en la calle. Los infractores están sujetos a una multa de \$200 y/o la cancelación del puesto por orden de la administración de Eventos Especiales. Usted es directamente responsable por cualquier infracción a las ordenanzas de la ciudad y de sus multas.
8. **Instalación y Desinstalación del puesto:** Cada expositor es responsable por la instalación, desinstalación y limpieza del puesto. Vehículos son permitidos en la calle únicamente en el tiempo anterior del evento para la instalación y únicamente en el momento de la desinstalación cuando el festival cierre. Usted será notificado cuando sea seguro traer su vehículo a la calle. A menos y únicamente notificado, el parqueadero o estacionamiento NO ES ofrecido a ningún expositor. Los tiempos de descargue e instalación será suministrada a través de una carta de confirmación que será enviado anterior al evento. Usted DEBE remover cualquier vehículo inmediatamente después del descargue de su mercancía en el evento.
9. **Basura:** Cada puesto debe estar limpio durante y cada noche del evento. Los recipientes de basura y las bolsas NO SERAN suministrados por el festival. Cada expositor debe proveer sus propios y necesarios recipientes de basura dentro del puesto. La basura (en las bolsas) será recogida de cada puesto. Por toda la basura sin empacar en las bolsas, el expositor esta sujeto a una multa mínima de \$100 que será descontada de su deposito de seguridad y/o la cancelación del puesto. - No obstruir el acceso a los andenes o caminos peatonales a menos que sea indicado.
10. **Conducta:** Los expositores y sus empleados deben mantener el más alto grado de profesionalismo en sus puestos en las premisas del evento en todo momento.
11. **Indemnización:** La Cámara de Comercio de la Villita y la Administración de Eventos Especiales, empleados relacionados con el festival, proveedores oficiales del festival, proveedores de bienes y servicios, o cualquier otro participante u patrocinador NO será responsable por cualquier lesión, pérdida, o daño que pueda ocurrir a cualquier expositor o cualquier empleado del expositor o propiedad del mismo de cualquier causa anterior durante o subsiguiente a el periodo cubierto por el contrato de venta; y la firma del contrato por el expositor claramente autoriza todo lo dicho y acepta y esta de acuerdo a indemnificar por cada uno de ellos y todos los reclamos de dicha pérdida, daño o lesión de la participación del evento.

REQUERIMIENTOS ADICIONALES PARA EXPOSITORES DE COMIDA Y BEBIDAS:

1. **Puestos:** Todo los puestos, tiendas o canopies usados para cocinar deben ser hecho de material anti-fuego. Certificado de aprobación del Laboratorio de Aprobación de Pruebas certificando el retardante de fuego es obligatorio y debe ser puesto en un lugar visible durante el evento.
2. **Depósito de Seguridad:** Un depósito de Limpieza de \$200 es requerido a todos los expositores de comida y bebida. Toda la grasa etc. Deberá ser reciclada debidamente – no puede ser dejada en la calle o regada. Un miembro de la Administración de Eventos Especiales revisara el espacio del puesto cada noche con el expositor. Si el expositor no esta presente la administración de eventos especiales se reserva el derecho a determinar el grado de limpieza del espacio.
3. **Gas propano:** La Ciudad de Chicago requiere que todos los tanques de gas propano deben estar encadenados y tener adjunto o pegado instrucciones del material contenido (como un aviso). La Administración de Eventos Especiales se reserva el derecho a terminar o parar cualquier venta de comida hasta que el tanque de gas propano este apropiadamente mantenido.
4. **Extintor de Fuego:** Cada espacio para venta de productos usado para cocinar debe tener un Extintor de fuego aprobado. Estos extinguidotes deben ser de Dióxido de Carbón o Multi Usos químicos secos y un mínimo de 20 libras.
5. **Patrocinadores de Comida y Bebidas:** Cada año varios patrocinadores de comida y bebidas patrocinan este evento. La Administración de Eventos Especiales se reserva el derecho a dictar cuales productos serán servidos. Los expositores serán notificados como patrocinador comprometido con el evento. Ninguna otra bebida diferente a la de la bebida patrocinadora será servida en el evento. Infracciones o violaciones a esta regla resultaran en la cancelación del contrato y la pérdida del dinero pagado y del espacio o puesto.
6. **Certificado de Sanidad para Expositores de Comida para los Festivales del Verano:** La persona quien ha completado el entrenamiento de Sanidad para los eventos del verano para el año corriente debe estar presente en el puesto con su certificado original.
7. **Ítem para la venta:** La lista de ítems o artículos no podrán ser cambiados una vez la aplicación se ha llenado, entonces no podrán ser vendidos en los puestos.

