



Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

APPLICATION DEADLINE: April 30, 2010

# Belmont-Sheffield Music Festival

Sat., May 29, 2010 12pm-10pm & Sun., May 30, 2010 12pm-9pm

## NON-MEMBER FOOD/BEVERAGE

\*Please note: There is a non-refundable \$15 Application Fee per applicant.

<b>Exhibitor Type:</b>	<u>Food</u>	<u>Beverage (non-alcoholic)</u>
	<input type="checkbox"/> 10'x10' Space (\$600)	<input type="checkbox"/> 10'x10' Space (\$250)
	<input type="checkbox"/> 10'x20' Space (\$1200)	<input type="checkbox"/> 10'x20' Space (\$500)
	<u>REQUIRED:</u>	<u>REQUIRED:</u>
<input type="checkbox"/> Sanitation Sink (\$70)	<input type="checkbox"/> Sanitation Sink (\$70)	
<input type="checkbox"/> Security Deposit (\$200)	<input type="checkbox"/> Security Deposit (\$200)	
Booth Fee Total: \$ <u>870</u> or \$ <u>1,470</u>	Booth Fee Total: \$ <u>520</u> or \$ <u>770</u>	
10x10                      10x20	10x10                      10x20	
(Totals reflect ALL the required costs above)	(Totals reflect ALL the required costs above)	

\*Please note: Corporations, chain stores, franchises, product brands, field marketing & promotional companies, marketing agencies, public relations firms and all their respective clients, including free giveaways and sampling are considered sponsors, and must contact Tony Abruscato at 773-584-6650.

Have you previously participated in this event?  Yes     No

Booth Request:

(We will do our best to honor any special request, however, desired locations are not guaranteed)

### CONTACT INFORMATION

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

On-site Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web site: \_\_\_\_\_ FEIN/SSN/IL Business Tax #: \_\_\_\_\_

### Please list your 6 (six) Menu Items:

(Selling 6 (six) items ONLY is a requirement set in place for summer vendors by SEM in accordance with the City of Chicago and Mayor's Office of Special Events)

### Directory Listing:

In 2010 we are providing vendor listings for each event on our web site. We frequently get calls from festival attendees who are looking for a particular vendor they saw at an event. Please let us know below if you would like your company listed and what information we can provide to the public:

- COMPANY NAME     EMAIL
- CITY, STATE         PHONE
- WEBSITE

## ELECTRICITY OPTIONS:

If electricity is required, it MUST be purchased from Special Events Management (SEM). Personal generators are not acceptable.

### Will you need electricity on site?

- Yes, I will need weekend electricity (\$275)  
 No, I will not need electricity

Please list ALL appliances, including lighting and sound, which will require a power source at the above event. If the volts and amps for each appliance are not correctly listed you run the risk of not having the necessary amount of electricity on site to power your booth.

**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.

Appliance Type	Quantity	Voltage	Amps
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

## FEE SUMMARY & PAYMENT OPTIONS:

### Rental Equipment Options:

- 10'x10' Tent (\$160) Qty\_\_\_ \$ \_\_\_\_\_  
 10'x20' Tent (\$275) Qty\_\_\_ \$ \_\_\_\_\_  
 Tent Sides (\$18/side) Qty\_\_\_ \$ \_\_\_\_\_  
 8' Table (\$25) Qty\_\_\_ \$ \_\_\_\_\_  
 Chairs (\$5/chair) Qty\_\_\_ \$ \_\_\_\_\_  
 10' Counter (\$18) Qty\_\_\_ \$ \_\_\_\_\_  
 Sign Poles (\$15/set) Qty\_\_\_ \$ \_\_\_\_\_  
**TOTAL RENTAL FEE DUE: \$ \_\_\_\_\_**

### TOTAL FEE CALCULATOR:

- Booth Fee \$ \_\_\_\_\_  
 Rental Equipment Fee \$ \_\_\_\_\_  
 Electricity Fee \$ \_\_\_\_\_  
 Application Processing Fee (Non-Refundable) \$ 15  
**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

## PAYMENT OPTIONS

(Applications MUST be submitted with full payment to be considered)

### Please select a payment method:

- Cash (DO NOT MAIL. All cash transactions made at office location)  
 Check or Money Order

**Make check/money order payable to:** Belmont-Sheffield Music Festival

**Mail to:** Belmont-Sheffield Music Festival  
 c/o Special Events Management  
 2221 W. 43<sup>rd</sup> St.  
 Chicago, IL 60609

- Credit card (you MUST fill out all the information below)



Name (on card) \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Credit Card # \_\_\_\_\_  
 Sec Code (3 digit code on back of card) \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

### 2010 REFUND PROCESS

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. Submission of an application does NOT automatically guarantee acceptance into the festival. All applications will be reviewed by the festival committee upon submission, after which you will be notified of your status within the coming weeks.

#### Refund Process:

*If the event is faced with inclement weather, Acts of God and/or any situation that threatens the safety of exhibitors and patrons, Special Events Management has the authorization to cancel the event which will not result in the refunding of your fees.*

1. A \$50 non-refundable administration fee will be applied to any cancelled application.
2. Cancellations made April 30, 2010 to May 13, 2010 will forfeit 50% of total fees paid.
3. Cancellations made on or after May 14, 2010 (including the day of event) will NOT be entitled to a refund.
4. If you are denied for participation in the event, you recoup your application fees minus the \$15 Application Processing fee.
5. Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.

#### If due a refund, make check payable to:

- Name of Business       Contact Name

I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (Vendor) and the Event Producer (Central Lakeview Merchants Association - sponsoring organization 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 Central Lakeview Merchants Association 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: \_\_\_\_\_

## APPLICATION CHECK-LIST

Your application will NOT be processed without the following information:

- Completed festival application
  - Payment for space fees, rentals and electricity
- FOOD/BEVERAGE VENDORS:**
- Temporary Food Vendor License Application (see the attached documentation)
  - Copy of the Summer Sanitation Certificate (see below for further instructions)
  - Copy of your establishments current (2010) Health Inspection
  - Certificate of Insurance (see additional information below)

\*Please visit our web site [www.chicagoevents.com](http://www.chicagoevents.com) for examples of these documents and relevant links

## ADDITIONAL DOCUMENTS REQUIRED (FOOD VENDORS) - Due April 30, 2010

I. City of Chicago Temporary Food Vendor License Application

Available for download at [www.chicagoevents.com](http://www.chicagoevents.com). If you would like to request a copy be mailed/e-mailed/faxed please e-mail [smalen@chicagoevents.com](mailto:smalen@chicagoevents.com) or call 773-584-6642

II. Certificate of Insurance:

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

*The 'Certificate Holder' section MUST read:*

"Belmont-Sheffield Music Festival, c/o Special Events Management, 2221 W. 43<sup>rd</sup> St., Chicago, IL 60609

*The 'Description' section MUST read:*

"For participation in Belmont-Sheffield Music Festival being held May 29-30, 2010 on N. Sheffield between Belmont and School. Additionally insured: City of Chicago, Special Events Management, Central Lakeview Merchants Association"

III. Copy of 2010 Health Inspection:

If your establishment is located in Chicago please call 312-746-8047 to schedule an inspection (at least 1 month prior to the event). If your are located outside of Chicago call your local municipality's health department to schedule an inspection

If you are NOT a local food vendor or do not have a physical restaurant, you must acquire and submit a commissary letter (on restaurant letterhead) and a 2010 Health Inspection from an Illinois restaurant giving you permission to use their facility for the purpose of prepping food, washing equipment, etc. The City of Chicago Health Dept. will inspect your booth on-site

IV. Copy of the 2010 Summer Sanitation Certificate: (ALL Food Vendors are REQUIRED to complete a Summer Festival Sanitation Certification Course)

For more information, please contact one of the following facilities:

Hospitality Academy at McCormick Place  
312-791-6030  
[www.hospitalityacademy.org](http://www.hospitalityacademy.org)

Illinois Restaurant Association  
312-787-4000 / 800-572-1086  
[www.illinoisrestaurants.org](http://www.illinoisrestaurants.org)

Harold Washington College  
312-553-5802/5803/5807  
[www.hwashington.ccc.edu](http://www.hwashington.ccc.edu)

Copies and examples of each of these documents are available for download at [www.chicagoevents.com](http://www.chicagoevents.com)

## IMPORTANT INFORMATION ON BUSINESS HOLDS (With the City of Chicago)

Any standing debt that you have with the City of Chicago (parking tickets, water bills, etc.) both personally and through your business will put a hold on your (Temporary Food vendor) license being issued. All of these debts should be paid as soon as possible prior to the event. You can access debts you have with the City by calling 312-744-6249.

## 2010 RULES & REGULATIONS

1. **Contract Cancellation:** Special Events Management (hereinafter referred to as "SEM") 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. **Account Holds:** SEM and the Central Lakeview Merchants Association Chamber of Commerce are not responsible for denial of a license by the City of Chicago (and State of Illinois Liquor Control Commission - for Alcohol Vendors only) due to any hold placed on business accounts associated with the vendor. Each vendor is responsible for resolving any standing holds with the City of Chicago and/or State of Illinois prior to submitting their application. Please note: Most business are not aware of a hold until their application is submitted and SEM is contacted by the City and/or State. It is essential that you call each government agency regardless of your assumed standing. Please call the City of Chicago Department of Business Affairs & Consumer Safety at 312-744-6249, and the State of Illinois Liquor Control Commission (Alcohol Vendors only) at 312-793-3380.
3. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
4. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
5. **Water:** Running water is not provided on site by SEM. You must supply your own fresh water.
6. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth. All electricity on site is portable and provided by a third party vendor designated by SEM. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the Central Lakeview Merchants Association and SEM. All talent booking must be done solely by SEM. Unless granted permission by SEM, no live performances are allowed in your booth space.
8. **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.
9. **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. You are allotted 2 (two) hours from the closing time of the event break-down and vacate your booth space. Please bring the necessary assistance/manpower to ensure this. For every 30 minutes you exceed this time frame (event closing time), \$50.00 will be charged to your credit card.
10. **No Show Policy:** Artists who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 8:00 AM Saturday, May 29th will be considered a "no-show." No Show artists will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list artist.
11. **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.
12. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
13. **Indemnification:** The Central Lakeview Merchants Association 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.
14. **Booth Space:** Vendors must use all space that they are granted. No space may stand vacant. Only three feet of space as an entry way into your place of business is permitted.
15. **Event Hours:** Vendors must remain open during festival hours. Failure to comply with this rule will result in the loss of your security deposit.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited.

### **ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE VENDORS:**

1. **Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material and must be weighted down properly. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the duration of the event.
2. **Security Deposit:** A cleanup deposit of \$200 is required for all food/beverage vendors. All grease, etc. must be disposed of properly - not left in the street or poured down a sewer! A staff member of Special Events Management will review the space each night with the vendor. If a vendor is not present, Special Events Management reserves the right to determine the cleanliness of the space.
3. **Propane:** The City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). Special Events Management reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical, a minimum of twenty pounds.
5. **Food/Beverage Sponsors:** Each year various food and beverage sponsors support this event. Special Events Management reserves the right to dictate which products will be served. Vendor will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.
6. **Summer Festival Food Vendor Sanitation Certificate:** A person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate.
7. **Items for Sale:** Menu items are not allowed to be changed once the application has been filed.
8. **Signage:** Food and beverage vendors must put pricing on all signage. Uniform pricing for water, soda and other beverages is determined by Special Events Management and the Central Lakeview Merchants Association. Vendors will be notified with pricing prior to the event.