



2011 West Fest Retail Vendor Application

Saturday, July 9th & Sunday, July 10th 2011 from 12-10pm
on Chicago Ave. btw Damen & Wood

Please X the appropriate :

- Regular Retail, Service or Display Vendor 10' x 10' Space.....\$350**
All types of non-corporate retail vendors to be placed within fest site on Chicago Avenue
- Sponsor, Corporate or Sampling Vendor 10' x 10' Space.....\$1200**
All corporate vendors and all retail vendors seeking to sample on site with priority placement on Chicago Avenue
- Discounted Local Retail Vendor 10' x 10' Space.....\$300**
To qualify for discounted rate, retail vendor must be one of the following (please X):
 Retail member in good standing of the West Town Chicago Chamber of Commerce
 Local West Town Artist/Crafter selling their own handmade work
 West Town Non-Profit 501 C3 organization with less than 20 full time employees
- Family Oriented Vendor in Kid Fest Area 10' x 10' Space.....\$250**
Vendors selling or displaying family/child oriented products or services can choose to be placed on Wolcott Street just north of Chicago Avenue in the Kid Fest section operating from 12-6pm for a reduced rate

CONTACT NAME: _____

BUSINESS NAME: _____

ADDRESS / ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

EVENT DAY ONSITE CONTACT PERSON: _____

MOBILE TELE _____

PLEASE DESCRIBE THE TYPE OF MERCHANDISE/ SERVICE TO BE SOLD / DISPLAYED / SAMPLED
(brief description, price range, etc... and increase chance of being accepted by enclosing photographs):

- X Here if you are a vendor selling pet related products or services and wish to be grouped with other like vendors
- X Here if your are an artist/crafter selling your own work and wish to be grouped with other like vendors

All Vendors SELLING goods must have an ILLINOIS BUSINESS TAX ID NUMBER (IBT).
To obtain an IBT number visit: <http://www.revenue.state.il.us/Businesses/>

IBT # _____

Vendor Name

OPTIONAL RENTAL EQUIPMENT AVAILABLE: *Please X required equipment:*

◇ 10' x 10' Tent Canopy with water barrels.....\$200

◇ 10' x 10' Tent with water barrels and one 10' back wall.....\$260

◇ 6' x 30" Table.....\$20 ea. x ____ Quantity = \$ ____

◇ Chair.....\$5 ea. x ____ Quantity = \$ ____

◇ Corner Upgrade.....\$100 (space limited)

◇ One Electricity Outlet up to 20 AMPs.....\$75

You must indicate in the box below what you will be plugging into the outlet – be as specific as possible: lap top, number of lamps or lights including wattage, cash register etc. Anything over 20 AMPs will have an additional fee of \$75 per 20 AMPs. Please bring 25' outdoor extension cord to access the outlet.

Rental furniture (chairs/tables) will be available for pick up Saturday morning at a central location to the site. Any other necessary equipment including lights for tent must be provided by vendor. All rental furniture must be returned and checked in at the same location on Sunday evening post-event to avoid a fine.

\$ _____ Vendor Space Fee + \$ _____ Rental Equipment Fees = TOTAL \$ _____

◇ *A check made out to WTCCC is enclosed for the TOTAL amount due listed above.*

◇ *I have made a credit card payment online at www.westfestchicago.com/fest/vending*

APPLICATION & PAYMENT DEADLINE: June 17th, 2011

Please send complete application, signed contract, & payment to:

**WTCCC / West Town Chicago Chamber of Commerce
1819 W. Chicago Ave.
Chicago, Illinois 60622**

NOTES:

- *Vendor will receive notification of official acceptance via email by 6/27/11*
- *Full refund will be rewarded if application not accepted*
- *Site plan and load in instructions will be forwarded via email by 7/6/11*

Visit www.westfestchicago.com for more information on the event.

For more information call 312-850-9390 or email info@westtownchamber.org

2011 WEST FEST Retail VENDOR CONTRACT

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (WTCCC)

Each occurrence of the WEST FEST street festival is referred to as the “Festival”

Section 1. Grant of Space

Upon acceptance of the Vendor application, signed contract and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on July 9th & 10th 2011. The Festival will take place on Chicago Avenue between Damen Avenue and Wood Street, with portions on Wolcott between Superior Street and Rice Street.

Section 2. Laws and Permits

- Vendor must comply with all relevant local, state and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for its operation, including state sales tax.
- If selling goods, Vendor must provide WTCCC with a valid IBT Number in order to participate in the Festival

Section 3. Use of Space; Vendor Conduct

- Vendor’s use of the Space is non-transferable. Vendor may not allow any one else to use the Space without the express permission of WTCCC.
- WTCCC offers no guarantees or warranties of any kind. The Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen circumstances, acts of God, terrorism, or war result in the cancellation of the event.
- The Space is provided as-is. Limited numbers of tables, chairs, canopies, and electricity hook ups are available to rent from WTCCC. Vendors requiring rented equipment must enclose the required fee and order each item on the application. Rentals: chairs and tables will be available for pick up at a central location on Saturday morning—and must be returned and checked in at that same location on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Tents will be erected at the vendor location. Electric outlet will be available near vendor location, vendors should bring large outdoor extension cord to plug in.
- **Vendor must weigh down tents brought in independently with sand bags or water barrels. If tents are not weighed down properly, management may choose to remove them and/or charge vendor for cost of additional water barrels = \$100.**
- Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by WTCCC to Vendor one week prior to the Festival.
- No amplified music is allowed within vendor space or the Festival site besides the official stages.
- Vendors must be set up and ready for operation by Noon on Saturday and Sunday (the official opening time of the Festival) and must vacate the Festival grounds by two hours after the official closing time of the festival or by Mid-night on Sunday. Vendor may not vacate the Festival prior to the official closing time without the express permission of WTCCC.
- Vendors must remove all products and equipment over night on Saturday (with the exception of rented equipment). It is at the vendor’s own risk to leave any equipment or product belonging to the Vendor on the Festival site over night, and WTCCC cannot be held responsible for any loss or damage to said product or equipment. Tents brought in by vendors must be weighed down with sandbags or water barrels. There will be two security guards guarding the entire site overnight.
- No vehicles are permitted in the Festival after 11am or before 11pm during the Festival’s hours of operation (Noon-10pm) merchandise must be transported by hand or on a small cart. Each vendor is responsible for his/her parking arrangements unless notified otherwise.

- Vendor must remove their own trash from the Space and dispose of trash in containers provided by WTCCC. Vendors must leave the Space trash-free and in the same condition as when provided. Vendor will be charged \$150 penalty for any debris or trash left on site with photographic evidence.

Section 4. Merchandise; Prohibited Items

- WTCCC may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. WTCCC may revoke this contract if Vendor’s merchandise is not consistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs, or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Illinois or federal law, or any merchandise that WTCC considers racist, discriminatory or offensive.

Section 5. Indemnification and Release

Vendor will release and will hold harmless the West Town Chicago Chamber of Commerce, Criterion Productions and the City of Chicago from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor’s merchandise, or Vendor’s participation in the Festival. Vendor agrees to indemnify WTCCC, Criterion Productions, and the City of Chicago from any and all expense arising because of any such claim.

Section 6. Advertising

Any Vendor wishing to advertise must do so at its own expense. Any advertising must be approved by WTCCC prior to publishing.

Section 7. Causes for Denial of Selling Privileges; Disciplinary Actions

- Any Vendor who seeks to evade, or refuses to make payment of, the proper rental fees will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If WTCCC learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise, or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, WTCCC may revoke this contract or take other appropriate action.
- WTCCC may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor Contract, or other rules established by WTCCC. Such actions may include, but are not limited to, revocation of this contract, permanent denial of selling privileges, or other relief deemed necessary by WTCCC.

WTCCC may impose additional rules and regulations, as WTCCC deems necessary. WTCCC will notify Vendor of these additional rules.

_____	_____
Signature	Kara H Salgado Executive Director
_____	West Town Chamber of Commerce
Print Vendor Name	
_____	_____
Date	Date