



Retail/Service/Display Vendor Application

2017 West Fest

Friday, July 7 from 5-10pm, Saturday & Sunday, July 8 & 9 12-10pm

*Are you a current local member of the West Town Chamber?
If so, use the separate Member Vendor Application to receive
discounted vendor rates!*

APPLICANT INFORMATION

Legal Business Name: _____	IBT Number: _____
Address: _____	City: _____ State: _____ Zip: _____
If you are selling merchandise or services you must provide an Illinois Business Tax Number To obtain an IBT# call 217-785-3707 or visit www.mytaxillinois.gov	
DBA: _____	Primary Contact Name: _____
Primary Phone: _____	Cell: _____ Email: _____
Onsite Contact Name: _____	Cell: _____ Email: _____

DESCRIBE ITEMS or service to be sold or displayed, attach photographs or include websites and Twitter/Facebook/Instagram pages/handles:

VENDOR SPACE FEES

Retail/Service/Display	Artisan/Crafter	NFP/Fine Artist	Kid/Family Area
<input type="checkbox"/> 10'x10' Space \$500	<input type="checkbox"/> 10'x10' Space \$400	<input type="checkbox"/> 10'x10' Space \$325	<input type="checkbox"/> 10'x10' Space \$250
<input type="checkbox"/> 10'x20' Space \$1,000	<input type="checkbox"/> 10'x20' Space \$800	<input type="checkbox"/> 10'x20' Space \$650	<input type="checkbox"/> 10'x20' Space \$500

Retail/Service/Display Vendor: *Non-corporations selling or displaying products or services. All corporations, marketing or promotional companies/agencies are considered sponsors and must contact the chamber directly.*

Artisan or Crafters: *vendors selling their own handmade work including jewelry, functional art, furniture, hand printed original designs, Fairtrade certified retailers also qualify for the Artisan/Crafter rate*

Non-Profit 501(C)3 organization or Fine Artists: *Fine Artists selling their own original fine art work including original photographs, paintings, sculptures, drawings, No functional art. NFPs must be locally located and 501(C)3*

Family Fun Fest and Kid Fest area: *vendors must be family or child oriented to be placed in the Family Fun Fest and Kid Fest sections, these areas are open ONLY SATURDAY AND SUNDAY NOON-6PM*

OPTIONAL UPGRADES

Upgrades are satisfied as available. If unavailable, the upgrade fee will be refunded.

None **\$0**
 Corner Upgrade **\$100**
 2 Corners (10x20 only) **\$200**
 Pick Your Spot **\$350**

Total Space Fee \$ _____



Application, Contract & Payment Deadline: June 2, 2017

Notification of Acceptance/Rejection (email): June 9, 2017

Vendor Placement & Site Plans West Fest: July 5, 2017



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OPTIONAL RENTAL EQUIPMENT

<input type="checkbox"/> 10'x10' Tent \$200	Qty _____	\$ _____	<i>Ordered Rental Furniture (chairs/tables) will be available for pick up at a central location to the site during load-in. 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 fines.</i>
<input type="checkbox"/> 10'x20' Tent \$300	Qty _____	\$ _____	
<input type="checkbox"/> Tent Wall \$15 per 10'	Qty _____	\$ _____	
<input type="checkbox"/> Chair \$10	Qty _____	\$ _____	
<input type="checkbox"/> 6-foot Table \$20	Qty _____	\$ _____	
Total Rental Equipment Fee \$ _____			

OPTIONAL ELECTRIC RENTAL

If electricity is required, it **MUST** be purchased through this form. **NO PERSONAL GENERATORS**
Items requiring special plug will require an additional fee, please contact the Chamber for details

- YES, I need electricity **\$100**
 NO, I do not need electricity

You must list ALL equipment requiring power to the right.

Appliance Type	Qty	Volts	Amps

Please bring a 100-foot outdoor extension cord to guarantee access to your electrical outlet.

Total Electrical Fee \$ _____

FILL IN AND ADD THE FOLLOWING FEES

Vendor Space Fee	Optional Rental Equipment Fee	Optional Electric Rental Fee	*City of Chicago Itinerant Merchant Permit Fee = \$25	TOTAL AMOUNT DUE
\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ =	\$ _____

* I am selling products/ services requiring City permit (\$25) I am not selling products or services (\$0)

SUBMITTING PAYMENT

- Check or Money Order Payable to: WTCC
 Mail to: West Town Chamber of Commerce
 1819 W Chicago Ave.
 Chicago, IL 60622
- Credit Card select one →
- Invoice – payable online (processing fee applies)
 - Swipe – payable in person (processing fee applies)
 - Manual – payable by phone (processing fee applies)

SUBMITTING APPLICATION

Applications will not be considered unless full payment and signed contract are received

Completed applications can be emailed to info@westtownchamber.org or mailed to West Town Chamber of Commerce, 1819 W. Chicago Ave., Chicago, IL 60622

Submission of application does NOT guarantee acceptance Notification will be sent via email by the Notification of Acceptance/Rejection date listed on the application. If you have any questions or need more information, please contact: West Town Chamber, 312-850-9390, info@westtownchamber.org



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2017 WEST FEST VENDOR CONTRACT

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (“WTCC”) in regards to the West Fest street festival (“Festival”).

Section 1. Grant of Space

Upon acceptance, which shall be given or withheld in WTCC’s sole discretion, and upon receipt of application, signed contract, and payment, WTCC will grant Vendor the right to use, on the terms and conditions herein, a designated booth in Festival (“Space”) on July 7, 5-10pm, and July 8 & 9, 12-10pm on Chicago Ave between Damen Ave and Wood St. The kid and family area, Kid Fest will take place on an adjacent connected street, N Wolcott Ave., July 8 and July 9, 12-6pm only.

Section 2. Laws and Permits

- A. Vendor must comply with all relevant local, state and federal laws.
- B. Vendor is responsible for obtaining and paying for any and all business licenses and taxes that are required for its operation, including state sales tax.
- C. If selling goods, Vendor must provide WTCC with a valid IBT Number.
- D. WTCC is required by law to provide the IL Dept. of Revenue a complete list of Vendors participating in Festival.
- E. Vendor will not be allowed to participate unless Vendor is in full compliance with all city and state requirements and other responsibilities under this Agreement, including but not limited to the timely submission of certificates and required documents and timely payment of the participation fee.

Section 3. Use of Space; Vendor Conduct

- A. Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use Space without the express permission of WTCC.
- B. WTCC offers no guarantees or warranties of any kind. Festival occurs rain or shine. There will be no refunds whatsoever if any unforeseen circumstances, acts of God, weather, terrorism, or war result in the cancellation of the event. Once application is submitted, refunds will only be given if application is rejected by Festival.
- C. Space is provided “as-is”. Limited numbers of tables, chairs, canopies, and electricity hook ups are available to rent from Festival. Vendors requiring rented equipment must enclose the required fee and order each item on the application.
- D. Rentals: chairs and tables will be available for pick up at a central location Friday afternoon—and MUST be returned and checked-in at that same location Sunday evening.
 - 1. Missing rental equipment costs will be billed to Vendor if not returned and checked-in.
 - 2. Rented tents will be erected in Space.
 - 3. If ordered, an electric outlet will be available near Space, Vendor should bring a 100-foot outdoor extension cord to reach the outlet.
- E. Vendor must weigh down tents brought in independently with sand bags, water barrels, or cement buckets at Vendor’s expense. If tents are not weighed down to the satisfaction of Festival, WTCC may choose to remove them and/or charge Vendor for cost of additional water barrels. (\$110 per barrel)
- F. Vendor must keep its merchandise within allotted boundaries of Space. Space will be assigned and notification given by WTCC to Vendor via email by Vendor Placement & Site Plan Date indicated on application.
- G. Vendors shall not be permitted to amplify music without prior written consent of WTCC.
- H. Vendors must be set up and ready for operation by the official opening time of the Festival and must vacate the Festival grounds no later than three hours after the official closing time of the Festival. Vendor may not vacate the Festival prior to the official closing time of 10 pm without the express permission of WTCC.
- I. Vendors must remove all products and equipment overnight each night of the Festival. It is at Vendor’s own risk to leave any equipment or product belonging to Vendor on the Festival site overnight, and WTCC cannot be held responsible for any loss or damage to said product or equipment.
- J. Vendor must remove its own trash from Space and dispose of it properly in containers provided by WTCC. Vendor must leave Space trash-free and in the same condition as initially provided. Vendor will be charged \$150 penalty for any debris or trash left on site with photographic evidence.



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- K. No vehicles are permitted in the Festival after 4pm Friday, and after 11am or before 11pm Saturday & Sunday. Hours may be modified as determined by onsite management. During the Festival hours of operation merchandise must be transported by hand or small cart. Vendor is responsible for parking arrangements.
- L. All the terms of Vendor Application and Notes associated therewith are incorporated in and made a part of this Vendor Contract.

Section 4. Merchandise; Prohibited Items

- A. Festival management may inspect Vendor merchandise at any time to determine it is consistent with the merchandise represented in the Vendor's application. WTCC may terminate Vendor's rights granted herein if Vendor's merchandise is not consistent with its application.
- B. 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.
- C. 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

- A. Vendor will release and will hold harmless West Fest, West Town Chicago Chamber of Commerce, Criterion Productions, The City of Chicago, and The City of Chicago Department of Cultural Affairs and Special Events 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 Festival.
- B. Vendor agrees to indemnify West Fest, West Town Chicago Chamber of Commerce, Criterion Productions, The City of Chicago, and The City of Chicago Department of Cultural Affairs and Special Events from any and all expenses arising because of any such claim.

Section 6. Advertising

- A. Any Vendor wishing to advertise must do so at its own expense. Any advertising of the Festival must be approved in writing by WTCC prior to publishing.

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

- A. Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the Festival operational guidelines will be denied selling privileges.
- B. 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.
- C. If WTCC learns of written or verbal complaints against Vendor showing reasonably conclusive evidence that 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, WTCC may terminate the rights granted to Vendor herein and/or take other appropriate action.
- D. WTCC 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 WTCC. Such actions may include, but are not limited to, termination of the rights granted to Vendor herein, permanent denial of selling privileges, or other relief deemed necessary by WTCC.

WTCC may impose additional rules and regulations, as WTCC deems necessary. WTCC will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the WTCC office.

2017 WEST FEST VENDOR CONTRACT EXECUTION

Vendor Printed Name

Vendor Signature

Date



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