

# Wicker Park Fest 2011 – NON-PROFIT Vendor Application

July 23<sup>rd</sup> & 24<sup>th</sup>, 12:00 PM – 10:00 PM

Location: Milwaukee Avenue, Between North Avenue and Wood, Chicago.  
Beneficiary: Wicker Park & Bucktown Chamber of Commerce (WPBCC)

## NON-PROFIT VENDOR

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 involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. For more sponsorship information, contact Tom Neubauer at Big Creek Productions via email at [tomn@bigcreekevents.com](mailto:tomn@bigcreekevents.com) or by phone at 773.334.9611. **Please include proof of your non-profit tax exempt status with this application.**

## CONTACT & BUSINESS INFORMATION (All information required)

Are you a current Wicker Park Bucktown Chamber member?  Yes  No

\*(To obtain a WPBCC Membership Application, please visit: <http://www.wickerparkbucktown.com/work/join/> or call 773.384.2672)

WPBCC Membership expiration date: \_\_\_\_\_ (Membership must be current at time of Fest).

Have you ever participated in an outdoor festival before?  Yes  No

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone Number \_\_\_\_\_ Onsite Contact Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email address \_\_\_\_\_

If we have to return your check or issue a refund for any reason, may we send your check to the address you have listed above under “Business Address”?

Yes!  No, *instead please send all checks to:* \_\_\_\_\_

Business FEIN Number/ Social Security #/ Illinois Business Tax (IBT) Number\*: \_\_\_\_\_

\*If you are selling merchandise, you must provide an IBT number.

\*If you do not have an IBT #, please visit <https://www.revenue.state.il.us/app/ibri> to obtain one.

## DETAILED DESCRIPTION OF ITEMS TO BE SOLD / DISPLAYED

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**Optional Rental Equipment (To be completed by all vendors)**

\_\_\_\_\_ I will provide ALL of MY OWN equipment\*

\*I understand that all equipment that is self-provided must be safe, in good condition, and tents must be securely weighted down. The festival may require additional weight, adjustments, or removal of unsafe structures and materials as it deems necessary.

\_\_\_\_\_ I need Rental Equipment: (CHECK ALL THAT APPLY)

<u>10x10 tent</u>	\$185.00 each	x	Quantity _____	<b>Total</b> _____
<u>10x20 tent</u>	\$300.00 each	x	Quantity _____	<b>Total</b> _____
<u>Tent Sides</u>	\$15.00/ 10' side	x	Quantity _____	<b>Total</b> _____
<u>8' table</u>	\$15.00 each	x	Quantity _____	<b>Total</b> _____
<u>10' Counter</u>	\$35.00 each	x	Quantity _____	<b>Total</b> _____
<u>Chair</u>	\$5.00 each	x	Quantity _____	<b>Total</b> _____
<b>Rental Equipment Sub-Total</b> .....				<b>\$</b> _____

**TOTAL FEES**

<i>Event Booth Space Sub-Total</i>	\$ _____
+	
<i>Optional Rental Equipment Total</i>	\$ _____
=	
<b>YOUR TOTAL NON-PROFIT VENDING FEE</b>	<b>\$ _____</b>

**PAYMENT**

**Full Payment MUST** be submitted with vendor applications to be considered by ***June 24, 2011***. **There are NO EXCEPTIONS to this rule.** All payments will be processed regardless of your status of acceptance into the festival. Information on refunds is located in the “Rules and Regulations” section of this contract.

Please make checks/money orders payable to: WICKER PARK & BUCKTOWN CHAMBER OF COMMERCE.  
In the memo of your check please add the text: WP Fest 2011, Non-Profit Vendor Booth Application.

Select Payment Type:

\_\_\_\_\_ Check. Please indicate check # \_\_\_\_\_ Name on Check: \_\_\_\_\_

\_\_\_\_\_ I paid online at [www.wickerparkfestchicago.com](http://www.wickerparkfestchicago.com). Please indicate date of online payment: \_\_\_\_\_

**Make check payable to:** **Wicker Park & Bucktown Chamber of Commerce**

**Mail completed application materials and check to:** **Wicker Park & Bucktown Chamber of Commerce**  
**1414 N Ashland Ave**  
**Chicago, IL 60622**  
**Attn: WP Fest 2011 – NON-PROFIT VENDOR.**

**REQUIRED MATERIALS CHECKLIST**

Please use the following checklist to ensure your application can be processed. Your Application will NOT be processed without ALL of the following information:

***Non-Profit Vendor:***

- \_\_\_\_\_ Completed Festival Vendor Application Form\*  
\*Submission of an application does NOT automatically guarantee acceptance into the festival. Only a confirmation letter signifies acceptance into the festival. Confirmation letters are sent out prior to the festival.
- \_\_\_\_\_ Photos or slides of wares for sale (including an appropriately sized self-addressed stamped envelope for return)
- \_\_\_\_\_ Payment for vendor event space fees, equipment rentals and electric fees.
- \_\_\_\_\_ Illinois Business Tax Number (for sales tax)\*, FEIN Number, or Social Security Number  
\*Required for all WP Fest food and retail vendors.
- \_\_\_\_\_ Proof of your organization’s Non-Profit tax-exempt status.

## **RULES AND REGULATIONS**

1. **CONTRACT CANCELLATION.** Wicker Park & Bucktown Chamber of Commerce 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 and/or advisors. 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 the 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 the 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 the festival committee.
7. **LAWS.** Drilling into the street is not permitted. Violators are subject to a fine of \$300.00 and/or space cancellation by Big Creek Productions. Participant is additionally and directly responsible for fines and any consequential damages stemming from Participant's violation of City ordinances.
8. **SET-UP AND TEAR-DOWN.** Each vendor is responsible for set-up, take-down and clean-up of his/her stand. Vehicles are allowed on the street only for set-up prior to the event and tear-down once the festival closes and the Police have given the go-ahead for vehicles to re-enter the site. 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 merchandise.
9. **TRASH DISPOSAL.** Each space must be kept clean throughout the event and left clean 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 \$800.00 and/or loss of vending privileges.** 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 event grounds at all times.
11. **INDEMNIFICATION.** Wicker Park and Bucktown Chamber of Commerce, Big Creek Productions, Criterion Productions, their employees, related festival providers of goods and services, or any participation 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.
12. **REFUND PROCESS.** Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.
  - A \$100.00 non refundable administration fee will be applied to any cancelled application.
  - Cancellation made between May 25<sup>th</sup> and June 8<sup>th</sup> will forfeit 50% of total fees paid.
  - Cancellation made after June 8<sup>th</sup> (including day of event) will NOT be entitled to a refund.
  - All denied applications will receive a full refund.
  - Vendor will be charged \$80.00 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.
  - All refund checks will be made out to the account holder listed on the initial payment to WPBCC unless specified otherwise.

**EXECUTION**

By signing this agreement, I hereby acknowledge and accept all terms and conditions of this vendor application which will be considered a legal contract between me (Vendor) and the Event Producer (Big Creek Productions and WPBCC). Vendor acknowledges that Big Creek Productions is acting as an agent for the hosting organization (WPBCC) who owns the event and at no time is Big Creek Productions empowered to negotiate fees, offer discounts or refunds. Under all circumstances, unless stated in the rules and regulations, there are no refunds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**FOR OFFICE USE ONLY**

<b>Date received:</b> _____	<b>Amount: \$</b> _____
<b>Check #</b> _____	<b>Initials:</b> _____