



## Artist / Merchant / NOT-FOR-PROFIT APPLICATION

APPLICATION DEADLINE: August 1, 2015

### The South Shore Summer Festival

Saturday August 15, 2015

10 am 10 pm

South Shore Cultural Center (7059 S South Shore Drive), Chicago

Please note: There is a non refundable \$15 Application Fee per applicant included in cost.

#### Exhibitor Type:

##### Artist

- 10'x10' Space \$250\*  
 10'x20' Space \$500\*

##### Merchant

- 10'x10' Space \$250\*  
 10'x20' Space \$500\*

##### Not-For-Profit

- 10'x10' Space \$250\*  
 10'x20' Space \$500\*

\*Price Includes Application fee and Booth space ( No Tent supplied ).

\*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 Karyn Serota at 773-584-6625.

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

Website: \_\_\_\_\_ FEIN/SSN/IL Business Tax #: \_\_\_\_\_

#### Please provide a DETAILED description of items to be sold/displayed:

## ELECTRICITY OPTIONS:

If electricity is required, you MUST supply on your own. Personal generators are acceptable.

## FEE SUMMARY & PAYMENT OPTIONS:

<u>Rental Equipment Options:</u>	
<input type="checkbox"/> 10'x10' Tent (\$350)	Qty___ \$ _____
<input type="checkbox"/> 10'x20' Tent (\$525)	Qty___ \$ _____
<input type="checkbox"/> Tent Sides (\$30/side)	Qty___ \$ _____
<input type="checkbox"/> 8' Table (\$50)	Qty___ \$ _____
<input type="checkbox"/> Chairs (\$25/chair)	Qty___ \$ _____
<input type="checkbox"/> 10' Counter (\$20)	Qty___ \$ _____
<input type="checkbox"/> Sign Poles (\$25/set)	Qty___ \$ _____
<b>TOTAL RENTAL FEE DUE:</b>	<b>\$ _____</b>

<u>TOTAL FEE CALCULATOR:</u>	
Booth Fee	\$ _____
Rental Equipment Fee	\$ _____
<b>TOTAL AMOUNT DUE:</b>	<b>\$ _____</b>

### 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: Special Events Management

Mail to: The South Shore Summer 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: \_\_\_\_/\_\_\_\_

All payments submitted with credit card payments will be charged an additional Regonline Service Fee of \$4.75 plus 3.95% of your total purchase.

### 2015 REFUND PROCESS

Applications **MUST** be submitted with full payment to be considered. There are **NO EXCEPTIONS** to this rule.

#### 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. The \$15 application fee is non refundable.
2. A \$50 non refundable administration fee will be applied to any cancelled application.
3. Cancellations made before July 31, 2015 will forfeit 50% of total fees paid.
4. Cancellations made on or after August 1, 2015 (including the day of event) will NOT be entitled to a refund.
5. Vendor will be charged \$35 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

## Rental Disclaimer

By initialing below you are acknowledging your financial responsibility for any damages to equipment items (i.e. tent, table, chair, sidewall, counter, sign pole, etc.), rented from the production company or third party supplier, inflicted by yourself or an employee in your booth.

**\* I understand the disclaimer above and fully understand that I am responsible for the damages to any piece of rental equipment that are inflicted by myself or an employee in my booth or while in control of our organization/company.**

\_\_\_\_\_ (Initials)

*You must initial the above disclaimer in order to move forward in the application process, regardless of whether equipment is being purchased. You will NOT be held accountable for rental equipment that you do not rent, however, we must have acknowledgment from you in the event that you add rental equipment to your application at a later time or rent an item on-site. To ensure the non-abuse of this agreement CSEM will provide a manager on site that will review each tent and piece of equipment with the rental company, if a damage is noted a picture will be taken of the equipment along with the booth number, and the vendor will then be contacted by management. As the renter it is your responsibility to inspect your tent during load-in and make management aware of any existing damages prior to the opening of the event.*

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 (Special Events Management - 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 Special Events Management 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

## IMPORTANT INFORMATION ON BUSINESS HOLDS (With the City of Chicago and/or State of Illinois)

It is strongly recommended that you call the City of Chicago Department of Business Affairs & Consumer protection agency at 312-744-6060 and do not rely on the assumption that you have no outstanding debt (most do not become aware of any debt until SEM is notified by the Mayor's Office of Special Events). Special Events Management is not responsible for the denial of a license by the City of Chicago due to any hold placed on personal or business accounts associated with the vendor.

## 2015 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 Business Partners 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 who is licensed and insured. 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 Business Partners 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:** vendors who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 8:00 am Saturday, August 15th will be considered a "no-show."
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 at all times.
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 Business Partners, The City of Chicago 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.