



APPLICATION DEADLINE: Friday, July 20, 2012

2012 Ravenswood Remix
Saturday, September 1st & Sunday, September 2nd
Noon-10pm, Daily

FOOD/BEVERAGE APPLICATION

*Please Note: There is a \$15 non-refundable Application Processing Fee. Applications submitted with credit card payment will be charged an additional Regonline Service Fee of \$4.75 plus 5% of your total purchase. If you have any questions regarding this please contact our Exhibitor Relations Manager at exhibitors@chicagoevents.com or 773-584-6642

Exhibitor Type:

Food

10'x20' Space (\$500)

REQUIRED:

City of Chicago Temp Food Permit (\$125)

Sanitation Sink (\$70)

Total Booth Fee: \$ _____

Beverage (non-alcoholic)

10'x20' Space (\$300)

REQUIRED:

City of Chicago Temp Food Permit (\$125)

Sanitation Sink (\$70)

Total Booth Fee: \$ _____

(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 Kevin Turk at 773-584-6684.

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)

Music: The festival prohibits the playing of recorded or live music in your booth. All music within the festival is strictly planned and approved by the festival committee and Special Events Management (hereinafter "SEM"). Unless prearranged and permission is granted in advance, no live performance is allowed in your booth space

Please Initial that you have reviewed and understand your order and the rules outlined on this page x_____

ELECTRICITY OPTIONS:

If electricity is required, it MUST be purchased from Special Events Management (SEM). Personal generators and car batteries are not acceptable. Please note that you are responsible for providing your own extension cords.

- Yes, I will need weekend electricity (\$300)
 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:

Booth Rental Equipment Options:

- 10'x10' Tent (\$250) Qty ___ \$ _____
 10'x20' Tent (\$375) Qty ___ \$ _____
 Tent Sides (\$30/side) Qty ___ \$ _____
 8' Table (\$50) Qty ___ \$ _____
 Chairs (\$20/chair) Qty ___ \$ _____
 10' Counter (\$20) Qty ___ \$ _____
 Sign Poles (\$25/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. 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.)

Please select a payment method:

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

Make check/money order payable to: Ravenswood Remix

Mail to: Ravenswood Remix
 c/o Special Events Management
 2221 W. 43rd 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: ____/____

****Credit card payments will be charged an additional Regonline Fee of \$4.75 + 5% of your total purchase****

2012 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 before August 1, 2012 will forfeit 50% of total fees paid.
3. Cancellations made on or after August 2, 2012 (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 \$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

Please Initial that you have reviewed and understand your order and the rules outlined on this page x_____

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 (2012) Health Inspection
 - Certificate of Insurance (see additional information below)

*Please visit our web site www.chicagoevents.com for examples of these documents and relevant links

ADDITIONAL DOCUMENTS REQUIRED (FOOD VENDORS) - Due July 20, 2012

I. City of Chicago Temporary Food Vendor License Application

Available for download at www.chicagoevents.com. If you would like to request a copy be mailed/e-mailed/faxed please e-mail exhibitors@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:

"Ravenswood Remix, c/o Special Events Management, 2221 W. 43rd St., Chicago, IL 60609"

The 'Description' section MUST read:

"For participation in Ravenswood Remix being held September 1-2, 2012 on Ravenswood and Irving Park. Additionally insured: City of Chicago, Special Events Management, Lyon Communications, Hamilton School."

III. Copy of 2012 Health Inspection:

All participating food vendors must submit a copy of their current health inspection (dated within 6 months of the event date--March 2012 or after). If you do not have a current health inspection and your establishment is located in Chicago, please call 312-746-8046 to schedule an immediate inspection (at least 1 month prior to the event). If you are located outside of Chicago, please 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 2012 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 2012 Summer Sanitation Certificate:

(ALL Food Vendors are **REQUIRED** to complete a Summer Festival Sanitation Certification Course).

There must be someone **AT ALL TIMES** who can provide proof of certification.

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

Hospitality Academy at McCormick Place
312-791-6030
www.hospitalityacademy.org

Illinois Restaurant Association
312-787-4000 / 800-572-1086
www.illinoisrestaurants.org

Harold Washington College
312-553-5802/5803/5807
www.hwashington.ccc.edu

Copies and examples of each of these documents are available for download at www.chicagoevents.com

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

Any standing debt that you have with the City of Chicago (parking tickets, water bills, awning, etc.) both personally and through your business will put a hold on your (Itinerant Merchant) 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.

Please Initial that you have reviewed and understand your order and the rules outlined on this page x_____

2012 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, Lyon Communications and the Hamilton School 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 small **portable generators or car batteries** 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 in accordance with state requirements. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** The EVENT strictly prohibits the playing of recorded or live music in your booth.
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, June 9th 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 not bagged will be subject to a fine of a \$100 and/or the cancellation of participation.
12. **Side walks must be left unobstructed at all times. It is strictly prohibited to store items on the sidewalk across or adjacent to your booth.**
13. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
14. **Indemnification:** Lyon Communications, Hamilton School 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.
15. **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.
16. **Event Hours:** Vendors must remain open during festival hours.
17. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited.

By signing below, 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 (Lyon Communication and Hamilton School - sponsoring organization and or agent thereof, SEM) including all rules and regulations and understand that I am legally bound by this agreement. As a participating exhibitor, I acknowledge my 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 myself or an employee in my booth and the terms regarding the festival or city rules and violations as outlined in this document. I acknowledge that SEM is acting as an agent for Lyon Communication and Hamilton School 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.

(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. 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.)

By _____

Date _____