



2018 Market Vendor Application

\$250 Registration fee per 10' x 10' space

DEADLINE: FRIDAY, JUNE 22, 2018

FOR OFFICE USE ONLY

Date: _____ Amount: \$ _____

Check #: _____

Code: _____ CC Trans. #: _____

Initials: _____

25% late registration fee for applications received after June 22, 2018

Festival Dates and Operating Hours: Friday, July 20, 4–10 PM; Saturday, July 21, 1–10 PM; Sunday, July 22, 1–7 PM

Festival Location: 2215 W. Irving Park Rd. (at Irving Park & Leavitt)

Benefits: St. Benedict Parish and Preparatory School

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ FEIN/IDOR/SSN# (Required) _____

Vendor Contact _____ Email Address (Required) _____

Payment Contact Same as Above _____ Phone _____ Email Address (Required) _____

Day-of-Event Contact (OnSite / Pre-Event Info) Same as Above _____ Mobile Phone _____ Email Address (Required) _____

Method of Payment: Cash Check (Payable to St. Benedict Parish & Preparatory School) Credit Card

Credit Card Number _____ Expiration Date _____ Security Code _____

Credit Card Holder Name _____ Billing Address _____ Signature of Card Holder _____

BOOTH FEES

 (Please type or print legibly)

| Item / Unit Fee | Total Fee |
|---|-----------------|
| 10' x 10' booth | \$ 250 |
| Electricity | |
| <input type="checkbox"/> During event hours (2 outlets) \$ 75 | \$ _____ |
| <input type="checkbox"/> Overnight \$ 75 | \$ _____ |
| Please list items that require electricity (be specific) | |
| _____ Amps/Volts _____ | |
| _____ Amps/Volts _____ | |
| _____ Amps/Volts _____ | |
| Rental Items | |
| ____ 10' x 10' tent x \$375 | \$ _____ |
| ____ 10' x 20' tent x \$525 | \$ _____ |
| ____ Tent sides x \$35 (per side) | \$ _____ |
| ____ 8' table x \$25 | \$ _____ |
| ____ 10' counter x \$45 | \$ _____ |
| ____ Chair x \$ 7 | \$ _____ |
| ____ Sign pole x \$35/set | \$ _____ |
| TOTAL AMOUNT DUE with application | \$ _____ |

BOOTH INFORMATION

 (Please type or print legibly)

List and describe products to be sold/displayed (provide a supplementary sheet if necessary). BenFest reserves the right to approve all items.

Booth will have amplified music

Explain: _____

(Strict limitations apply. Music must be approved in advance.)

Application will not be processed and space will not be secured until full payment and signed application are received. Application and payment should be submitted to:

Big Buzz Idea Group Attn: BenFest
4055 W. Peterson Ave., Suite 105, Chicago, IL 60646
OR Email: Melissa@BigBuzzIdeaGroup.com

For more information, contact Melissa, Big Buzz Idea Group at (773) 804-8589 or email Melissa@BigBuzzIdeaGroup.com.

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary.

I have read, understand and will comply with the rules and guidelines set forth. Application will NOT be processed if not checked or without signature below AND initialed where designated on the reverse side.

HOSTED BY



PRODUCED BY



VENDOR SIGNATURE _____

DATE _____

2018 BenFest Market Vendor Application

Late fees apply after June 22, 2018

MARKET VENDOR RULES & REGULATIONS

Market Vendor Application, all supporting documentation and applicable payments must be submitted by **June 22, 2018**. St. Benedict Parish and Preparatory School (SBPPS) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation.

Submission of application **does not** guarantee acceptance to the event. Only receipt of a confirmation letter signifies acceptance. Registration, electrical and rental fees will be refunded to any market vendor not accepted.

BenFest does not provide guaranteed exclusivity to ANY vendor.

REFUNDS AND CANCELLATIONS

- This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.
- A **25% fee** will be assessed for all **incomplete applications and late applications** received after June 22, 2018.
- SBPPS reserves the right to cancel a market vendor contract at any time for the good of the event, by its sole discretion. Any cancellations by SBPPS 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.**
- Cancellations made by the vendor will be refunded as follows:
 - \$50 non-refundable administration fee will be applied to any cancelled application prior to June 1, 2018
 - Cancellations made between June 1, 2018 and June 30, 2018 will forfeit 50% of total fees paid
 - Cancellations made after June 30, 2018 (including the day of event) **will NOT be entitled to a refund**
- Refunds of payments made by check or money order will be made out to the company or person payment was received from.

INITIAL I understand all the fees due and rules regarding refunds. _____

BOOTH REQUIREMENTS

- Vendors are responsible for setup/teardown of signage, tents, tables and equipment. You may use only your assigned space and may not move to any other space. However, BenFest reserves the right to relocate a vendor when necessary.
- No drilling into the street or courtyard is permitted. Any vendor doing so will be fined \$200 and/or removed from the fest.
- Vehicles are only allowed on the street for setup prior to the event and for tear-down after the festival has closed. You will be notified when it is safe to bring your vehicle onto the street. Unless otherwise noted, parking is not provided to any vendor. All vendors will receive a confirmation email regarding load-in and load-out times prior to the festival. Each vendor must adhere to the established guidelines. **All vehicles must be removed from the route 60 minutes prior to the start of the event. At no time can vendors block residential alleys or driveways.**
- Vendors are responsible for any violations of city ordinances and payment of any fines.
- Canopies must be properly weighted down (40 lbs. attached per leg) and vendors should lower and properly secure their canopies overnight. Nothing of value should be left in the canopy overnight.
- In an effort to protect your space and effectively maintain cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close their booth" using tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**

- Each vendor is required to empty garbage and recyclables as necessary in the festival-provided receptacles. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. All garbage left un-bagged will be subject to a **\$100 fine**.
- Vendor space must be kept clean and free of debris. A BenFest staff member will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned prior to exiting the fest will be fined \$200.**
- **All access routes into the courtyard and sidewalks must be left unobstructed at ALL times.** Any vendor using any portion of the sidewalk will be fined \$200 per day. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$200 fine (NO exceptions)**.
- Running water and lights are not provided. No personal or small portable generators are permitted on grounds of the event for use within your booth.
- BenFest limits the playing of recorded or live music in your booth. All music must be pre-approved by the BenFest organizers.
- It is advised that all participants have a plan for safe handling of money (i.e. the periodic removal of cash from the area and a secure method for maintaining cash on site). Some City events have reported thefts from vendors. Please plan accordingly.

GENERAL

- All BenFest participants and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities. Any vendor found in violation of these rules can be fined and immediately removed from the festival at the discretion of the BenFest organizers.
- Mistreatment of staff or volunteers will not be tolerated. SBPPS and BBIG reserve the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- SBPPS employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- We are grateful for the support of our sponsors. Vendors are expected to work with sponsors and follow contract specifications when applicable.
- **This event will be photographed and videotaped.** By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by BenFest, St. Benedict Parish and Preparatory School and/or Big Buzz Idea Group.

INITIAL I have read and will comply with the rules and regulations. _____