



For Office Use Only

Vendor # _____

Booth #(s) _____

2019 VENDOR APPLICATION PACKET

WHEN: SATURDAY, MAY 18, 2019
TIME: 9:00 A.M. TO 3:00 P.M.
WHERE: DOWNTOWN - MAIN STREET, WEST CHICAGO, IL
WHAT: 10' x 10' SPACE
DUE BY: April 19, 2019 - SPACE IS LIMITED

VENDOR FEES: *Please check the fees that apply to your requested booth space. Vendor fees are non-refundable.*

- Food Vendor: \$50.00
- General Vendor: \$50.00
- Downtown TIF District Business Vendor: FREE
- Not-for-Profit Vendor: FREE
- Electrical Hook Up: \$25.00 (*fee does not apply to Not-for-Profit Vendors*)

Submit completed registration forms, and payment if applicable, by April 19, 2019. Make checks payable to "City of West Chicago." Mailings should be addressed to: City of West Chicago, Attn: Blooming Fest, 475 Main St., West Chicago, IL 60185.

Each vendor's planned booth activities will be reviewed to determine risk and, subsequently, if a certificate of insurance is required. Please note, insurance is required for ALL food vendors and vendors requesting electrical hook up. See page 3/4 for the detailed insurance requirements. Contact Bethany Bayci at bbayci@westchicago.org or 630-293-2200, ext. 176 with questions.

Business/Organization Name _____

Contact Person _____ Phone _____

Street Address _____

City/State/Zip Code _____

Describe the items to be sold or the activity that will take place at your booth space:

Email Address (required) _____





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2019 VENDOR REQUIREMENTS

1. **Tents, tables and chairs are not provided.** Each vendor is responsible for their own set-up, table, table coverings, and chairs.
2. All tents must be weighted.
3. All types of hand crafted art, photography, sculpture, crafts and jewelry are acceptable.
4. **Tents are preferred for all food vendors due to fire lane restrictions. Food vendors working directly from trailers must contact event coordinator prior to registration.**
5. Booths must be manned between 9:00 a.m. and 3:00 p.m. and should not be removed before 3:00 p.m. Violation of these guidelines will prohibit vendor from next year's event.
6. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space out of consideration for other vendors and fire lane restrictions.
7. All items for sale must be priced. Vendor must supply bags or wrappings and a written receipt for all purchases.
8. Collection of state sales tax is the responsibility of each vendor.
9. Vendors will be notified by e-mail of space assignments and set-up times at least one week prior to the event.
10. Vendor parking is available offsite and assigned based on booth location.
11. Vendor spaces are limited in each category.
12. No refunds will be given due to inclement weather conditions.
13. **Food vendors are required to acquire a Temporary Food Service Permit, available through the DuPage County Health Department at (630) 682-7979 ext. 7183.**
14. Photographs taken at the event may be used for future event promotion.
15. Food Vendors and General Vendors shall submit payment for the total amount due, including the registration fee and electrical fee (if applicable). The payment will be deposited upon receipt.
16. Deposit of vendor fees upon receipt of application does not indicate acceptance into the event. After the application deadline, the vendor will be notified of their acceptance as a vendor at Blooming Fest. In the event that an application is denied, all fees will be refunded to the applicant.
17. Vendors that fail to show up on event day without providing at least one week advance notice to the event coordinator will not be permitted to participate in next year's event.
18. **ALL vendors must sign the City of West Chicago Waiver and Hold Harmless Agreement due no later than April 19, 2019.**





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2019 VENDOR REQUIREMENTS

19. Vendors may be required to submit a certificate of insurance applicable to the nature of services provided due no later than April 19, 2019 and meet the following requirements:

Required limits are \$1mil in Commercial General Liability combined single limit per occurrence for bodily injury, and property damage and \$1 million per occurrence for personal injury. The general aggregate shall be no less than \$2 million for contractors/vendors.

- A. In the box labeled "Description of Operations" the following language must appear:
 No additional endorsements limit coverage to additional insured beyond terms of actual additional endorsement. Coverage to the additional insured is primary and non-contributory. Additional insured: The City of West Chicago, its officials, employees, agents and volunteers. City named as cancellation notice recipient.
- B. Also included should be the named event, date, times and, if applicable, location of the event.
- C. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.
- D. Vendors shall furnish the City original endorsements to support the coverage detailed on the certificate of insurance. Endorsements shall name "The City of West Chicago, its officials, agents, employees, and volunteers" as additional insured on a primary and non-contributory basis.
- E. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email or fax (630-293-1257), to be considered an original document.

I have read all Blooming Fest 2019 Vendor Requirements and understand that failure to comply with the terms and conditions contained herein could result in the loss of my booth space without refund of fees.

Name of Organization

Signature of Authorized Person	Title	Date
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For questions or more information please visit www.westchicago.org or contact: Bethany Bayci, Special Events Coordinator, at bbayci@westchicago.org or 630.293.2200 x176.



