



For Office Use Only

Vendor # _____

Booth #(s) _____

2018 VENDOR REGISTRATION FORM

WHEN: SATURDAY, MAY 19, 2018

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, 2018 - SPACE IS LIMITED

REGISTRATION FEES: *Please check all that apply.*

- Refundable Deposit: \$75.00 - *required for ALL vendors*
- Electrical Fee: \$25.00 - *required if electrical hook up is requested*

VENDOR FEES: *Please check ONE of the following fees for your requested booth space.*

- Food: \$50.00
- General Vendor: \$50.00
- Downtown TIF District Business: FREE
- Not-for-Profit: FREE

To reserve a space, submit one check inclusive of the \$75.00 refundable deposit and applicable registration fee(s) by **April 19, 2018**. Checks should be made payable to the "City of West Chicago" and returned to: City of West Chicago, Blooming Fest, 475 Main Street, West Chicago, IL 60185. *Deposit is forfeited if vendor does not show on day of event, or cancels after the close of business on May 4, 2018.*

Business/Organization Name _____

Contact Person _____ Phone _____

Street Address _____

City/State/Zip Code _____

Item(s) to be sold/available _____

Email Address (required) _____





For Office Use Only
Vendor #: _____
Booth #(s) _____

2018 VENDOR REQUIREMENTS

1. **Tents, tables and chairs are not provided.** Each vendor is responsible for their own set-up, table, table covering and/or chair(s).
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 within historic district. Food vendors working directly from trailers must contact event coordinator prior to registration.
5. Attendance Guidelines: 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 two weeks 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. Vendors shall submit one check for the total amount due, including vendor registration fee and electrical fee (if applicable), and refundable deposit fee. The check will be deposited upon receipt. The \$75 deposit fee will be returned to those vendors in compliance with attendance guidelines in the form of a check from the City of West Chicago via mail in June 2018.
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. **ALL vendors must sign a City of West Chicago Waiver and Hold Harmless Agreement due no later than April 19, 2018.**





For Office Use Only Vendor #: _____ Booth #(s) _____

2018 VENDOR REQUIREMENTS

18. ALL vendors are required to submit a certificate of insurance applicable to the nature of services provided due no later than April 19, 2018 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 2018 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
---------------------------------------	--------------	-------------

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.





2018 WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the _____ (*name of organization*) and its Members, employees, volunteers or guests, being allowed to participate in West Chicago Blooming Fest, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to _____ (*name of organization*) participation in the West Chicago Blooming Fest.

To the fullest extent permitted by law, the _____ (*name of organization*) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney's fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of the _____ (*name of organization*) participation in West Chicago Blooming Fest, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The _____ (*name of organization*) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the _____ (*name of organization*) will at its own expense, satisfy and discharge the same.

The undersigned shall provide the City of West Chicago if applicable to the nature of the services provided a certificate of insurance reflecting coverage for general liability coverage in satisfactory amounts. The City of West Chicago, its officials, agents, employees and volunteers are to be covered as additional insured as respects the _____ (*name of organization*) participation in West Chicago Blooming Fest.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of _____ (*name of organization*). Agreed this _____ day of _____, 2018.

Name of Organization

Signature of Authorized Person

Title

Date

This signed waiver is due to the City of West Chicago no later than April 19, 2018.

Nothing set forth in this Agreement shall be deemed a waiver by the City of West Chicago of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the City of West Chicago or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.

