VENDOR REGISTRATION FORM

☐ Non-profit Vendor free
☐ Political Candidate Vendor $100 fee

☐ Food Vendor $400 fee
☐ Merchandise Vendor $250 fee

Business/Organization Name: _________________________________________________________________

Contact Person: ____________________________________________________________________________

Phone: ___________________________________ Email: ____________________________________________

Street Address: _____________________________________________________________________________

City: __________________________________  State: __________ Zip: ________________________________

Items to be sold/available: ____________________________________________________________________

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Name of Business

______________________________________________

Signature of Authorized Person*    Title

*Signature of authorized person indicates that the General Information for this Registration form has also been read and agreed to.

MID 2019 Vendor Registration
WHEN:       SATURDAY, SEPTEMBER 14, 2019
           SUNDAY, SEPTEMBER 15, 2019

TIME:       SATURDAY-NOON TO 10:00 P.M.
            SUNDAY-1:00 P.M. to 5:00 P.M.

WHERE:      DOWNTOWN
            (MAIN STREET, WEST CHICAGO)

WHAT:       10’X10’ SPACE (NO TABLES OR TENTS PROVIDED)

Food & Merch Booth

GENERAL INFORMATION

1. All types of hand crafted art, photography, sculpture, handicrafts and jewelry are acceptable.
2. Tents, tables and chairs are not provided. Each vendor is responsible for own set-up, table, table covering and/or chair.
3. All tents must be weighted.
4. Set-up begins at 8:00am on Saturday-all vendors are asked to enter the vendor area from the north side of the event on Galena. All food vendors are asked to arrive at 9:00am and all non-food vendors are asked to arrive at 10:30am.
5. Attendance Guidelines: Booths must be manned between start and end of day. Booths/displays should not be removed before 5:00 p.m. on Sunday Violation of these rules 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. Please adhere to this rule 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. Collection of State sales tax is the responsibility of each vendor.
8. Each vendor will be notified by e-mail of space assignment and set-up time 2 weeks prior to the event.
9. Vendor parking is available offsite and assigned based on booth location.
10. Vendor spaces are limited in each business category.
11. No refunds due to inclement weather conditions. This is a rain or shine event.
12. Food vendors require a Temporary Food Service Permit, available at DuPage County Health Department (630) 221-7181. All electrical cords must be outdoor grade. Food vendors ARE NOT permitted to dump grease and must provide metal flame shields underneath all cooking grills. Food vendors are also required to have a fire extinguisher present at their booths. All cooking waste must be removed from festival by vendor-no dumping allowed. Non-West Chicago food vendors require an additional $100 fee.
13. Food vendors are required to provide a certificate of insurance to the Mexican Cultural Center no later than 2 weeks prior to the event.
14. Photographs taken at event may be used for future promotion.
15. Vendors shall submit one check for the total amount due. The check will be deposited upon receipt.
16. Deposit of vendor fees upon receipt of application by the Mexican Cultural Center does not indicate acceptance into the event. The vendor will be notified after the application deadline of their acceptance as a vendor at Mexican Independence. In the event that an application is denied, all fees will be refunded to the applicant.

QUESTIONS OR MORE INFO?  – E-Mail: doxgor1984@gmail.com  Phone : 630-666-2507
Republic Bank    Grisel Pacheco  630-231-5100
The Mexican Cultural Center is excited to invite you participate in West Chicago’s **Viva Mexico Independence Day Celebration** set for Saturday, September 14 & Sunday, September 15, 2019. We are excited to bring this great cultural celebration to downtown West Chicago again for another two-day event.

Our committee has been hard at work planning a full two days of activities, including the debut of the Midwestern School Mariachi Festival! Saturday will feature classes and performances by student and premier mariachi groups in downtown. The parade will again kick off Sunday’s afternoon of events, please see the included draft schedule, including the West Chicago presentation of a 18 foot jenga tower, which was decorated with a beautiful mural by Mexican artist Juan Chawuk.

The **Viva Mexico Independence Day Celebration** has received advertisement coverage in Univision, Reflejos, Chicago Tribune, Chicago Sun-Times, Daily Herald, The Press, and various online listings. This event attracts West Chicago’s community to the heart of our city as well as provides a dynamic cultural attraction for the entire community and surrounding area. We are on record to continue to grow this event to new audiences as well as the over 1,500 that joined us last year.

You won’t want to miss out on the festivities. To be included, please fill out the attached forms and return to us at doxgor1984@gmail.com, or 101 Main Street, West Chicago, IL 60185.

Please contact us with any questions.

Mexican Cultural Center DuPage