



ST. MICHAEL CELEBRATION VENDOR APPLICATION

St. Michael Celebration is a festival produced by Jam Entertainment and Creative Services (hereinafter referred to as "Producer") on behalf of St. Michael in Old Town (hereinafter referred to as "STM") for the purpose of promoting St. Michael in Old Town. The festival is the primary fundraising activity of STM.

Date:	Friday, June 13 / Saturday, June 14 / Sunday, June 15, 2008
Set-up Time:	Friday 1:00 PM – 3:30 PM / Saturday & Sunday 10:00 AM – 11:30 AM
Tear-down Time:	Friday & Saturday 10:30 PM – 11:30 PM / Sunday 9:00 PM – 10:00 PM <u>NO EARLY TEAR-DOWN ALLOWED</u>
Festival Hours:	Friday 5:00 PM – 10:30 PM / Saturday 12:00 PM – 10:30 PM / Sunday 12:00 PM – 9:00 PM <u>(Exhibitors must remain open for business during these hours)</u>
Location:	1633 N. Cleveland – Just north of North Ave. – Chicago, IL

The signed (Vendor) hereby submits its application to participate as a Vendor in **St. Michael Celebration** and agrees to the following terms and conditions:

- Booth Placement:** Accept Vendor space as assigned. At any time the Producer reserves the right to change or relocate booths onsite, for any reason. The Producer is the final authority in assigning space.
- Use of Space:** Vendor space is to be used for sales and marketing. Vendors must conduct business (including all sales) **only** within the space assigned to you. Failure to do so can result in the dismissal of the Vendor from the Event and forfeiture of all entry fees. All items used to promote your items for sale, including sandwich boards, statues, entry boxes, etc. must remain **flush** and/or **inside** your 10' x 10' assigned Vendor space.
- Sharing / Subletting Space:** No Vendor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own organization in said space.
- Vendor Rules:** Conduct business in a manner most likely to enhance the success of the Event. Failure to do so can result in the dismissal of the Vendor from St. Michael Celebration. Vendor must remain in booth at all times during show hours and must promptly stop selling at 10:30 PM on Friday and Saturday, and 9 PM on Sunday.
- Items for Sale:** All Vendor sale items must be listed in Vendor Application and no changes or additions to these items may be made without the prior written consent of Producer. Offer no item for sale that contains the phrase, or is otherwise labeled, "St. Michael Celebration" without the prior written consent of Producer and STM.
- Good Neighbor Policy:** Vendors are asked to observe the "Good Neighbor Policy" at all times. Vendor sales should be conducted in a manner not to be objectionable or offensive to neighboring booths. Vendors must respect the privacy of neighboring Vendors while conducting business in their booths.
- Trash Disposal:** Maintain Vendor space in a neat and clean condition throughout St. Michael Celebration. Dispose of all trash as directed by Producer. Failure to dispose of all trash will result in a \$100 fine.
- Show Hours:** Vendor **MUST** remain open for business during festival hours and **NOT** pack-up items prior to 10:30 PM Friday & Saturday, and 9:00 PM on Sunday.
- Set-up and Tear-down of Exhibits:** Set-up time is Friday, 1:00 PM-3:30 PM, Saturday & Sunday 10:00 AM-11:30 AM. Remove all vehicles from Event premise by 4:00 PM on Friday and 11:00 AM on Saturday & Sunday. Remove all other items used in setting up Vendor space by 4:30 PM on Friday and 11:30 PM on Saturday & Sunday. Tear-down of Vending space will not be allowed until 10:30 PM Friday & Saturday, and 9:00 PM Sunday.
- No-Show Policy:** Vendor forfeits all rights to, and fees paid for, a Vending space if Vendor fails to occupy space on Friday, 6/13/08 by 4 PM.
- Tents, Tables and Chairs:** Due to liability reasons, all tents used during St. Michael Celebration must be rented the Producer.
NO PERSONAL TENTS ALLOWED. Vendor must personally provide all tables, chairs, and other booth accessories.
- Electricity:** Electricity is available (during festival hours only) for purchase at a cost of \$100 to Vendor. Any unauthorized use of electricity will result in a \$100.00 fine to Vendor. Vendor must supply all extension cords, at least 100ft. in length.
- Insurance:** Insure all merchandise and other property against loss, theft, or damage. At all times during Event, Exhibitor shall procure and maintain, at its sole cost and expense, the following insurance coverage: Commercial General Liability against claims for personal injury and personal property and provide certificates of insurance to: St. Michael in Old Town and Jam Entertainment & Creative Services LLC. -(c/o Jam)
- Indemnification:** Defend and Indemnify Producer and STM, its employees, officers, directors and members from any and all claims and responsibility for personal injury sustained by Exhibitor, its agents or employees in or around the Event area or damage to, or the loss, theft, or destruction of personal property.
- Laws:** Comply with all Federal, State, and Municipal laws and ordinances in the operation of business during the event.

***Failure to comply with these terms and conditions can result in the dismissal of the Vendor from the event and forfeiture of ALL entry fees.*

Upon review of this application, the Producer will either approve or reject the Vendor's participation request. Should this application be rejected, the Vendor's entry fees will be returned in full. Should this application be accepted, the Producer agrees to provide the following:

- Notification:** Notify the Vendor of acceptance into the festival.
- Space Designation:** Assign each Vendor a space within the festival area with the approximate dimensions of 10 feet x 10 feet.
- Additional Space:** Consider requests for additional space and notify Vendor of its decision and additional expenses in a timely manner.
- Rental Equipment:** Provide Vending location and any rental equipment ordered upon Vendor's arrival to event site during normal set-up hours.
- Electricity:** Provide electrical service (when applicable) of one 15-amp outlet of 100-Volts (at a cost of \$100 to Vendor). Additional power can be arranged through Producer.

The Producer and STM are unable to provide guaranteed exclusivity to any participant and should not be relied upon regarding potential lead generation.

Initials: _____

ST. MICHAEL CELEBRATION VENDOR APPLICATION

Business Name _____ On-Site Contact Name _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ On-Site Cell Phone _____ Fax _____

E-Mail _____ Website _____

Tax ID # _____ NATURE OF VENDOR'S BUSINESS / PROPOSED ACTIVITIES: _____

Vendor Fees: All fees are NON-REFUNDABLE

BOOTH SPACE:

Number of 10' x 10' Spaces: _____ X \$340.00 (per Space) = \$ _____
(Includes City of Chicago temporary Merchant Vendor License, \$25.00)

ELECTRICITY:

Number of 15 Amp Circuits: _____ X \$100.00 (per Amp) = \$ _____
(Vendor is responsible for supplying own extension cords, at least 100ft. in length)

TENT RENTAL:

Number of 10' x 10' Tents: _____ X \$115.00 (per Tent) = \$ _____
(For liability reasons, NO PERSONAL TENTS will be allowed)

****If a tent is rented, a SEPARATE tent rental deposit check is REQUIRED. This must be a SEPARATE check in the amount of \$50.00 payable to St. Michael in Old Town. Deposit check will NOT be cashed and will be mailed back AFTER completion of festival and tents are inspected for DAMAGES.**

LATE FEE:

Please include late fee if application is submitted after May 16th, 2008 \$ _____ (50.00)
(After May 16th, 2008, only methods of payment accepted are cashier's checks, cash, and money orders)

****Checks payable to St. Michael in Old Town Total Cost \$ _____**

TABLES & CHAIRS:

The Producer is NOT renting tables and chairs. ***YOU MUST SUPPLY YOUR OWN!***

THE BELOW NAMED VENDOR HEREBY SUBMITS ITS APPLICATION FOR PARTICIPATION IN ST. MICHAEL CELEBRATION. BY SIGNING THIS APPLICATION, THE VENDOR ACCEPTS AND AGREES TO ALL REQUIREMENTS OF THE ABOVE APPLICATION INCLUDING THE ATTACHED TERMS AND CONDITIONS.

SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

PLEASE PRINT HOW YOUR BUSINESS SHOULD BE LISTED AND AN EIGHT WORD OR LESS DESCRIPTION OF WHAT YOU ARE SELLING.

DOING BUSINESS AS _____

ITEMS TO BE SOLD _____

APPLICATION AND CHECK AND MUST BE RECEIVED BY MAY 16th, 2008
MAIL TO: Jam Entertainment and Creative Services
ATTN: T.J. Annerino
205 W. Goethe • Chicago, IL 60610
PHONE 312.440.9191 • FAX 312.440.3228