



August 15-16, 2009- Eckhart Park 1330 W Chicago

The green technology themed event will reflect the globally conscious, eclectic and hip West Town community, plus the event will feature cutting edge live music.

We are looking for 'Green' vendors. What makes a vendor green?

Product or service that saves on energy usage, reduced use of non-renewable energy (lower consumer costs), or creates renewable energy

Products that are locally manufactured or manufactured within a 500 mile radius of Chicago

Products made from predominantly recycled content

Products that have been reused

Products manufactured from another manufacturer's waste product

Products that have little or no off-gassing potential (relates to IEQ, or Indoor Environmental Quality), not produced with toxic content

Product (in this case food items) is locally grown, source, or they offer a variety of organic options

BUSINESS INFORMATION

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

EVENT DAY ONSITE CONTACT PERSON: _____ MOBILE _____

Please note: We will NOT be allowing the use of Styrofoam or the selling of water bottles. It is HIGHLY recommended that you use supplies purchased from Green Manufactures. We

TYPE OF FOOD TO BE SOLD, PRICE RANGE, HOW IT WILL BE SERVED & HOW IT IS GREEN:

TYPE OF BEVERAGES TO BE SOLD, PRICE RANGE, HOW IT WILL BE SERVED & HOW IT IS GREEN:

(Exclusive deals are not available. There may be limitations.)

REQUIREMENTS:

Please X the boxes below to show compliance with requirements and enclosures.

Food vendors will not be allowed to use non recyclable materials. We also ask that you avoid using plastic water bottles and individual servings of ketchup, sugar etc.

Food Vendor representative must attend a Summer Festival Sanitation Training class within one year of the festival and hold a Sanitation Certificate for Temporary Food Service. Call 312-746-8030 for a schedule of Sanitation Training classes. The person listed on the Sanitation Certificate must be present at the booth at all times.

COPY OF SANITATION CERTIFICATE ENCLOSED

Sanitation Certificate Number _____

Food Vendor must have commercial general liability insurance

COPY OF CERTIFICATE OF INSURANCE ENCLOSED

Food Vendor must complete the City of Chicago's Temporary Food Vendor License Application in its entirety and enclose the original completed application with signature

COPY OF COMPLETED CITY TEMPORARY FOOD VENDOR LICENSE APPLICATION ENCLOSED (CLICK HERE FOR APPLICATION)

Food Vendor must have current (dated 2009) health inspection of the kitchen listed on the city application where food is being prepared and/or prepped for the fest. COPY OF CHICAGO HEALTH DEPARTMENT KITCHEN INSPECTION DATED 2009 ENCLOSED

2009 Do-Division Street Fest FOOD VENDOR FEES:

10' x 20' Food Vendor Space.....\$1125*

**Fee Includes: one 10 x 20 white canopy tent with water barrels (other tents will not be permitted), use of one side of a double sided hand-wash sink, and City food vendor license fee.*

_____ 15% discount for members of the West Town Chicago Chamber of Commerce

All Food vendors MUST also complete an official City Temporary Food Vendor License Application and submit all supplemental materials in order to receive the necessary license.

OPTIONAL EQUIPMENT AVAILABLE: (Please X required equipment)

20 Ft. Tent Back Wall.....\$120 ea.

Table 30" x 6'\$20 ea. X Quantity _____=\$_____

Chair.....\$5 ea. X Quantity _____=\$_____

Electricity Outlet up to 30AMPS.....\$100 _____

Please indicate exactly what you will be plugging into the outlet – be as specific as possible i.e. the wattage, amps, model of equipment, type of plug, etc....anything over 30 AMPS, there will be an additional fee TBD.

Any other necessary equipment, including counters, lighting, signage, must be provided by vendor. Rental furniture (chairs/tables) will be available for pick up on Saturday morning at a central location to the site—and all rentals must be returned and checked in at the same location on Sunday evening post-event. The provided vendor tents and sinks will be placed on assigned vending booth spaces on site.

TOTAL: \$ _____ ENCLOSED AMOUNT

(Make checks payable to WTCCC. Add Space Rental Fee PLUS optional rentals amount.)

DEADLINE: June 15th, 2009

Please send this application, the city temporary food vendor application, plus copies of sanitation certificate, insurance, kitchen inspection, signed contract and payment to:

West Town Chicago Chamber of Commerce 1819 W. Chicago Avenue Chicago, Illinois 60622

Notification of official acceptance via email by 7/15/09. Refund of enclosed fees will be rewarded by 7/30/09 if application not accepted. Site plan and load in instructions forwarded via email by 8/10/09.

For more information call 312-850-9390 or email info@westtownchamber.org

2009 Green Music Fest VENDOR CONTRACT

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (WTCCC). Each occurrence of the Green Music Fest is referred to as the “Festival”

Section 1. Grant of Space

Vendor will receive notification of official acceptance via email by 7/15/09. Vendor will receive refund of enclosed fees by 7/30/09 if application is not accepted. Site plan and load in instructions forwarded via email by 8/10/09. Upon acceptance of the Vendor application, required supplemental materials, signed contract and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on August 15th and 16th. The Festival will take place at Eckhart Park 1330 W Chicago.

Section 2. Laws and Permits

Vendor must comply with all relevant local, state and federal laws.

Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for its operation, including state sales tax.

- Vendor shall provide WTCCC with a valid IBT Number in order to sell merchandise at the Festival

Section 3. Use of Space; Vendor Conduct

Vendor’s use of the Space is non-transferable. Vendor may not allow any one else to use the Space without the express permission of WTCCC.

WTCCC offers no guarantees or warranties of any kind. The Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen acts of God, terrorism, or war result in the cancellation of the event.

The Space is provided as-is. Limited numbers of tables, chairs, and electricity hook ups are available to rent from WTCCC. Vendors requiring rented equipment must enclose the required fee and order each item on the application. Rentals: chairs and tables will be available for pick up at a central location on Saturday morning, and must be returned and checked in on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Tents and sinks will be placed at the vendor location. Electric outlet will be available near vendor location, vendors should bring large outdoor extension cord to plug in.

Vendor must weigh down tents brought in independently with sand bags or water barrels. If tents are not weighed down properly, management may choose to remove them and/or charge vendor for cost of additional water barrels = \$100.

Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by WTCCC to Vendor via email approximately one week prior to the Festival

Vendors must be set up and ready for operation by Noon on August 15th and 16th (the official opening time of the Festival) and must vacate the Festival grounds by two hours after the official closing time of the festival or by Midnight on May 30th and 31st, 2009. **Vendor may not vacate the Festival prior to the official closing time of 10PM without the express permission of WTCCC.**

Vendors must remove all products and equipment over night on August 15th (with the exception of rented equipment).

It is at the vendor’s own risk to leave any equipment or product belonging to the Vendor on the Festival site over night, and WTCCC cannot be held responsible for any loss or damage to said product or equipment. There will be at least one security guard guarding the entire site overnight.

No vehicles are permitted in the Festival after 11am or before 11pm on August 15th and 16th 2009. During the Festival’s hours of operation merchandise must be transported by hand or on a small cart. Each vendor is responsible for his/her parking arrangements unless notified otherwise.

Vendor must remove their own trash from the Space and dispose of trash in containers provided by WTCCC. Vendors must leave the Space trash-free and in the same condition as when provided. **Vendor will be charged \$150 penalty for any debree or trash left on site with photographic evidence.**

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Section 4. Merchandise; Prohibited Items

WTCCC may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. WTCCC may revoke this contract if Vendor's merchandise is not consistent with its application.

In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs, or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.

- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Illinois or federal law, or any merchandise that WTCCC considers racist, discriminatory or offensive.

Section 5. Indemnification and Release

- Vendor will release and will hold harmless the West Town Chicago Chamber of Commerce (WTCCC), Ravenswood Special Events, Big Creek Productions, and the City of Chicago from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify WTCCC, Ravenswood Special Events, Big Creek Productions, and the City of Chicago from any and all expense arising because of any such claim.

Section 6. Advertising

- Any Vendor wishing to advertise must do so at its own expense. Any advertising must be approved by WTCCC prior to publishing.

Section 7. Causes for Denial of Selling Privileges; Disciplinary Actions

Any Vendor who seeks to evade, or refuses to make payment of the proper rental fees will be denied selling privileges.

Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.

If WTCCC learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise, or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, WTCCC may revoke this contract or take other appropriate action.

WTCCC may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor Contract, or other rules established by WTCCC. Such actions may include, but are not limited to, revocation of this contract, permanent denial of selling privileges, or other relief deemed necessary by WTCCC.

WTCCC may impose additional rules and regulations, as WTCCC deems necessary. WTCCC will notify Vendor of these additional rules.

Print Vendor Name

_____ Date _____

Vendor Signature

_____ Date _____ WTCCC Signature