

Party at St. Mikes in Old Town Vendor Application

Friday, Saturday & Sunday, June 10, 11 & 12, 2011
6/10 5PM-10PM, 6/11 2PM-10pm, 6/12 2pm-9pm

Location: Chicago, Intersection of Cleveland and Eugenie in Old Town/Lincoln Park neighborhood
Beneficiary: St. Michaels Church
Application Deadline: May 15, 2011



Party at St. Mike's kicks off Chicago's summer festival season with three nights of live entertainment, drawing thousands of people to Lincoln Park to enjoy high quality music and one great party! The event is the same weekend and just blocks away from the Old Town Art Fair, making this the destination for music and fun. Vendors will include neighborhood restaurants, beer, wine and sangria. **This event will capture the premium taste-makers of the Lincoln Park community. Estimated attendance 20,000+.**

Founded in 1852, St. Michael has been an integral part and celebrated monument in the Old Town community for over 150 years. St. Michael's campus is transformed into an ideal neighborhood festival - an enjoyable summer destination for all age groups looking for a rockin' good time!

Type of Vendor (check one)

- Not-for-profit Artisan / Merchant Sponsor

Vendors selling serviced, machine made or mass produced items must apply as a Merchant.

Artisans must sell exclusively hand-made items such as paintings, jewelry, sculpture, etc.

⇒ **No Vendors may sell food or beverages of any kind.**

Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please call Tom Neubauer 773.334.9622 for further details.

For all other vendor application questions please call Geoff Miller 773.251.3459.

Contact Information
(All Information is Required)

Name of Business: _____

Contact Name: _____

***Please circle one: If due a refund, make check out to (Business Name) / (Contact Name)

Street Address: _____

City: _____ State: _____ ZIP: _____

Day Phone Number: _____ On-Site Contact Number: _____

Fax Number: _____ Email Address: _____

FEIN Number/Illinois Business Tax Number/Social Security Number: _____

*If you are selling merchandise, you must provide an IBT number.

*If you do not have an IBT #, please visit <https://www.revenue.state.il.us/app/ibri> to obtain one.

Detailed Description of Items to be Sold/Displayed:

Payment:

Applications **MUST** be submitted with full payment to be considered. **There are NO EXCEPTIONS to this rule.** All payments will be processed regardless of your status of acceptance into festival.

Please make checks/money orders out to St. Michael in Old Town

Check# _____ Money Order

Refund Process:

Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.

- A \$50 non-refundable administration fee will be applied to any cancelled application.
- Cancellations made between May 15, 2011 and May 31, 2011 will forfeit 50% of total fees paid.
- Cancellations made after May 31, 2011 (including day of event) will NOT be entitled to a refund.
- All denied applications will receive a full refund.
- Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds

Booth Space: (Select One)

Merchant

\$450.00 (10x10) \$800.00 (10x20)

Not for Profit

\$250.00 (10x10) \$400.00 (10x20)

Do you require electricity? Yes No Festival Hours Only \$150 Overnight \$300

BOOTH SPACE TOTAL _____

Electricity: If electricity is required, it MUST be purchased from Big Creek Productions— personal generators are not acceptable at any street festival.

Please list the items you will be using that require electricity (be specific)

Item	Amps/Volts
Item	Amps/Volts
Item	Amps/Volts
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Rental Equipment:

10'X 10' Tent	\$185.00 each	Quantity	Total
10'X 20' Tent	\$300.00 each	Quantity	Total
Tent Sides	\$15.00/ 10' side	Quantity	Total
8' Table	\$15.00 each	Quantity	Total
10' Counter	\$35.00 each	Quantity	Total
Chair	\$5.00/ chair	Quantity	Total

Rental Equipment Total \$ _____

Insurance:

Insurance is required for all vendors. Insurance certificates MUST be submitted with application. The below information MUST be included on the insurance certificate.

Description MUST read:

For participation in Party at St. Michaels in Old Town being held June 12 through 14, 2009 on Eugenie at Cleveland.

Additionally insured MUST name:

- City of Chicago
- St. Michaels in Old Town
- Big Creek Productions
- Criterion Productions

Materials Required:

Your application will NOT be processed without the following information:

- Payment for space fees, rentals, and electric fees
- Illinois Business Tax Number, FEIN Number or Social Security Number
- Completed festival application
- Certificates of Insurance

TOTAL FEE CALCULATOR:

Booth Space total: _____
 +
 Rental equipment total: _____
 =
 TOTAL FEE: _____

***Make check payable to:
St. Michael in Old Town***

Mail checks and completed material to:

Big Creek Productions, 3223 Lake Ave, Ste. 132, Wilmette, IL 60091

Rules and Regulations

1. **Contract Cancellation:** St. Michaels Church reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
2. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
3. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after the space has been assigned.
4. **Water:** Unless otherwise specified, running/potable water is **NOT** provided.
5. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth.
6. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.
7. **Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Big Creek productions. You are directly responsible for any city violated ordinances and fines.
8. **Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Load –in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.
9. **Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.
10. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
11. **Indemnification:** St. Michaels Church, Big Creek Productions, Criterion Productions, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor’s employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.

By signing this agreement, I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Big Creek Productions and St. Mikes) and therefore accept all terms and conditions of this agreement. Vendor acknowledges that Big Creek Productions is acting as an agent for the hosting organization (St. Mikes) who owns the event and at no time is Big Creek Productions empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

FOR OFFICE USE ONLY

Date: _____ Amount: \$ _____

Check#: _____ Code: _____

Initials: _____