



Green Music Fest - RETAIL/SERVICE/DISPLAY - VENDOR APPLICATION

June 25th & 26th, 2011 on Damen Avenue between North Ave. & Pierce Ave. from Noon-10pm. www.greenmusicfestchicago.com

We are accepting all types of retail vendor applications, and we are also looking for ‘green’ vendors to feature in the prominent green vendor section at the event. Please X any of the “green criteria” below which apply to your business, products or services:

- Products or services that reduce energy use or create renewable energy
- Products that are locally manufactured and have a community sustainability commitment (proof of commitment must be provided)
- Products made from recycled content (pre- or post-consumer) or featuring a creative reuse of a product or material.
- Products that have low volatile organic compound certification or other air quality benefit
- Products that are Green Seal or Energy Star certified
- Vendors that are members of Chicago Sustainable Business Alliance
- My product or service is not specifically “green” but would be a good fit for the fest because _____ (fill in the blank).

Briefly describe the type of product or service to be sold / displayed. If applicable, please also explain how it is “green.”

Vendors may also submit a separate “cut sheet” with product specifications. A special committee will decide whether or not vendor applicants for the green section of the event meet the “green standard.” The Chicago Center for Green Technology will submit a list of endorsed vendors to the WTCCC whom will automatically qualify. All “green vendors” will be grouped together in a green vendor section.

Green Music Fest Retail/Service/Display Vendor 10’ x 10’ Space.....\$300 FEE

Please X if you qualify for one of the discounts listed below. Only one discount will apply per vendor and discount only applies to the \$300 space fee – not to the rental equipment costs.

- 15% Discount for “Green” Vendors meeting the criteria listed above and/or endorsed* by the Chicago Center for Green Technology (CCGT) whom submit complete application, contract and payment by the May 15th deadline
- 25% Discount for Non-Profit Organizations with proof of 501 C3 status
- 15% Discount for Retail Members of the West Town Chicago Chamber of Commerce

**Endorsed CCGT vendors have participated in the CCGT’s “Chicago Green Home Fair” and/or other green events with the City of Chicago and will be contacted to participate in GMF directly by CCGT.*

The \$300 FEE applies to the vendor space only. Any additional equipment must be brought in or rented.

OPTIONAL RENTAL EQUIPMENT AVAILABLE:

Please X required equipment:

- ___ 10' x 10' Tent Canopy with water barrels.....\$200
- ___ 10' x 10' Tent with water barrels and one 10' back wall.....\$260
- ___ 6' x 30" Table.....\$20 ea. x ___ Quantity= \$ _____
- ___ Chair.....\$5 ea. x ___ Quantity= \$ _____
- ___ One Electricity Outlet up to 20AMPS.....\$75

Please indicate what you will be plugging into the outlet – be as specific as possible: lap top, number of lamps or lights including wattage, cash register etc... Anything over one outlet and 20 amps will have an additional fee TBD. In an effort to produce the event in a green way, bio-diesel fuel operated generators will be employed.

VENDOR CONTACT INFORMATION:

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

EVENT DAY ONSITE CONTACT PERSON: _____ MOBILE _____

All Vendors SELLING goods must have an ILLINOIS BUSINESS TAX ID NUMBER (IBT).

To obtain an IBT number visit: <http://www.revenue.state.il.us/Businesses/IBT>

IBT # _____

All vendors must sign a VENDOR CONTRACT (attached). _____ X Here if you have enclosed signed contract

_____ Space Fee - Discount + _____ Rental Equipment Fees = TOTAL \$ _____ ENCLOSED

Please send complete application, signed contract, and payment to:
Criterion Productions, 3712 N Broadway, Ste. 553, Chicago, IL 60613

Please make checks out to: Green Music Fest

FINAL Deadline: June 10, 2011

For more information please contact Lisa at Criterion Productions 773.353.1579 or via email at Lisa@criterionproductions.com

2011 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

Upon acceptance of the Vendor application, signed contract, and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on June 25th & 26th, 2011. The Festival will take place on Chicago Avenue between Ashland and Noble. Vendor will receive notification of official acceptance via email by June 1st, 2011. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments, and load in instructions will be forwarded by Big Creek Events via email by June 20th, 2011.

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, weather, terrorism, or war result in the cancellation of the event.
- The Space is provided as-is. Limited numbers of tables, chairs, canopies, 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 at that same location on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Rented tents will be erected at the vendor location. If ordered, and 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 one week prior to the Festival
- Vendors must be set up and ready for operation by Noon on June 25th & 26th, 2011 (the official opening time of the Festival) and must vacate the Festival grounds by three hours after the official closing time of the festival or by 1am on June 25th & 26th, 2011. 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 June 25th, 2011 (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.
- 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 debris 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 Chicago, 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), Criterion Productions, Big Creek Productions, Subterranean, and the City of Chicago Department of Environment's Chicago Center for Green Technology, City of Chicago Mayor's Office of Special Events 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, Big Creek Productions, Subterranean, City of Chicago Department of Environment's Chicago Center for Green Technology, 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, is not green as described on application, refuses to make payment of the proper rental and space fees, or ignores the fest operational guidelines 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.

Management may impose additional rules and regulations as deems necessary. Management will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Big Creek Events office.

Vendor Printed Name

Vendor Signature

Date