



2017 Market Vendor Application

\$250 Registration fee per 10' x 10' space

DEADLINE: FRIDAY, JUNE 23, 2017

FOR OFFICE USE ONLY

Date: _____ Amount: \$_____

Check #: _____

Code: _____ CC Trans. #: _____

Initials: _____

25% late registration fee for applications received after June 23, 2017

Festival Dates and Operating Hours: Friday, July 14, 4-10 PM; Saturday, July 15, 1-10 PM; Sunday, July 16, 1-7 PM
Festival Location: 2215 W. Irving Park Rd. (at Irving Park & Leavitt) Benefits: St. Benedict Parish and Preparatory School

CONTACT INFORMATION (Please type or print legibly. All information required. Form must be fully completed.)

Event Contact _____

Company _____

Address _____ City _____ State _____ Zip _____

Website _____ Twitter _____ Facebook _____ Instagram _____

Day Phone Number _____ Email (required) _____

On-Site Contact Number _____ FEIN/IDOR/SSN# _____

Method of Payment Cash Check Money Order MasterCard Visa AMEX

Card Number _____ Exp. Date _____ Security Code _____

CC Billing Address: _____ City _____ State _____ Zip _____

Cardholder's Name _____ Signature _____

BOOTH FEES (Please type or print legibly)

Item / Unit Fee

Total Fee

10' x 10' booth \$ 250

Electricity

During event hours (2 outlets) \$ 75

Overnight \$ 75

Please list items that require electricity (be specific)

_____ Amps/Volts _____

_____ Amps/Volts _____

_____ Amps/Volts _____

Rental Items

___ 10' x 10' tent x \$375 \$ _____

___ 10' x 20' tent x \$525 \$ _____

___ Tent sides x \$35 (per side) \$ _____

___ 8' table x \$25 \$ _____

___ 10' counter x \$45 \$ _____

___ Chair x \$ 7 \$ _____

___ Sign pole x \$35/set \$ _____

TOTAL AMOUNT DUE with application \$ _____

BOOTH INFORMATION (Please type or print legibly)

List and describe products to be sold/displayed (provide a supplementary sheet if necessary). BenFest reserves the right to approve all items.

Booth will have amplified music

Explain: _____

(Strict limitations apply. Music must be approved in advance.)

Application will not be processed and space will not be secured until full payment and signed application are received. Application and payment should be mailed to: Big Buzz Idea Group, Attn: BenFest, 4055 W. Peterson Ave., Suite 105, Chicago, IL 60646. Please make all checks and money orders payable to: St. Benedict Parish & Preparatory School. For more information, contact Melissa, Big Buzz Idea Group, at 773-804-8589 or Melissa@BigBuzzIdeaGroup.com

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 St. Benedict Parish & Preparatory School and therefore accept all terms and conditions of this agreement, including all rules and regulations (listed on the reverse side) and understand that I am legally bound by this agreement. Under all circumstances unless stated in the rules and regulations, there are no refunds.

I have read, understand and will comply with the rules and regulations set forth. Application will NOT be processed if not checked or without signature below.

VENDOR SIGNATURE _____

DATE _____

HOSTED BY



PRODUCED BY



2017 BenFest Market Vendor Application

Late fees apply after June 23, 2017

MARKET VENDOR RULES & REGULATIONS

Market Vendor Application, all supporting documentation and applicable payments must be submitted by **June 23, 2017**. St. Benedict Parish and Preparatory School (SBPPS) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation.

Submission of application **does not** guarantee acceptance to the event. Only receipt of a confirmation letter signifies acceptance. Registration, electrical and rental fees will be refunded to any market vendor not accepted.

BenFest does not provide guaranteed exclusivity to ANY vendor.

REFUNDS AND CANCELLATIONS

- This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. A **25% late fee** will be assessed for all **late or incomplete applications**.
- SBPPS reserves the right to cancel a market vendor contract at any time for the good of the event, by its sole discretion. Any cancellations by SBPPS 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.
- Cancellations made by the vendor will be refunded as follows:
 - \$50 non-refundable administration fee will be applied to any cancelled application prior to June 1, 2017
 - Cancellations made between June 1, 2017 and June 30, 2017 will forfeit 50% of total fees paid
 - Cancellations made after June 30, 2017 (including the day of event) **will NOT be entitled to a refund**
- Refunds of payments made by check or money order will be made out to the company or person payment was received from.

BOOTH REQUIREMENTS

- Vendors are responsible for setup/teardown of signage, tents, tables and equipment. You may use only your assigned space and may not move to any other space. However, BenFest reserves the right to relocate a vendor when necessary.
- No drilling into the street or courtyard is permitted. Any vendor doing so will be fined \$200 and/or removed from the fest.
- Vehicles are only allowed on the street for setup prior to the event and for teardown after the festival has closed. You will be notified when it is safe to bring your vehicle onto the street. Unless otherwise noted, parking is not provided to any vendor. All vendors will receive a confirmation email regarding load-in and load-out times prior to the festival. Each vendor must adhere to the established guidelines. **All vehicles must be removed from the route 60 minutes prior to the start of the event. At no time can vendors block residential alleys or driveways.**
- Vendors are responsible for any violations of city ordinances and payment of any fines.
- Canopies must be properly weighted down (40 lbs. attached per leg) and vendors should lower and properly secure their canopies overnight. Nothing of value should be left in the canopy overnight.

- In an effort to protect your space and effectively maintain cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close their booth" using tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**
- Each vendor is required to empty garbage and recyclables as necessary in the festival-provided receptacles. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. All garbage left un-bagged will be subject to a **\$100 fine**.
- Vendor space must be kept clean and free of debris. A BenFest staff member will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned prior to exiting the fest will be fined \$200.**
- All access routes into the courtyard and sidewalks must be left unobstructed at ALL times. Any vendor using any portion of the sidewalk will be fined \$200 per day. Any vendor who leaves equipment or supplies behind at the close of the event will incur an **additional \$200 fine (NO exceptions)**.
- Running water and lights are not provided. No personal or small portable generators are permitted on grounds of the event for use within your booth.
- BenFest limits the playing of recorded or live music in your booth. All music must be pre-approved by the BenFest organizers.
- It is advised that all participants have a plan for safe handling of money (i.e. the periodic removal of cash from the area and a secure method for maintaining cash on site). Some City events have reported thefts from vendors. Please plan accordingly.

GENERAL

- All BenFest participants and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities. Any vendor found in violation of these rules can be fined and immediately removed from the festival at the discretion of the BenFest organizers.
- Mistreatment of staff or volunteers will not be tolerated. SBPPS and BBIG reserve the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- SBPPS employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- We are grateful for the support of our sponsors. Vendors are expected to work with sponsors and follow contract specifications when applicable.
- **This event will be photographed and videotaped.** By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by BenFest, St. Benedict Parish and Preparatory School and/or Big Buzz Idea Group.