

2024 RULES & REGULATIONS

for Tiny Fest Vendor Applicants

Festival Operating Hours: Saturday, September 21 and Sunday, September 22 from 12 PM - 8 PM
Festival Location: Northcenter Town Square - 4100 N Damen Ave
Festival Website: www.tinyfestchicago.com

This spring, we're taking a familiar Chicago street festival and making it tiny! Get ready to experience an awesome lineup of young musicians, curated vendors selling tiny items (and plants!), kids' activities including mini golf and a mini bounce house, drinks, grilled food, and more! We invite you to join us as a Vendor for our 2024 event.

All applicant Vendors who wish to participate in Tiny Fest must read this document and sign a separate contract acknowledging this. These rules govern the operation, administration, and management of Tiny Fest. Please read them carefully before completing and signing your application. Your signature acknowledges that you have read and understand the rules and guidelines as well as fines, penalties, or other actions that may be taken.

Vendor Rules and Guidelines

Vendor Application must be completely filled out, signed, and submitted with full payment and supporting documentation by September 6, 2024. The Northcenter Chamber of Commerce (NCC) is not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to the NCC and/or City of Chicago will not be allowed to participate until outstanding financial obligations are rectified.**

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.

VENDOR CATEGORIES AND FEES

GENERAL MERCHANT \$250 (10'x10' Booth Space)
Vendor purchases and resells merchandise.

SHARED BOOTH \$125 (10'x5' Booth Space)
Vendor purchases and resells merchandise. Shared Booth vendors may occupy an individual 10'x5' space or share a 10'x10' tent space with another vendor.

PROMOTIONAL [See sponsorship options here](#)
A for-profit organization exhibiting at the event to promote their company, product, or service.

Submission of a Vendor Application **does not guarantee** participation in the event. All applications are reviewed by the Tiny Fest Committee and notified of their acceptance. Any vendor not approved for the festival will be notified.

BOOTH REQUIREMENTS

- Vendors are responsible for sharing Booth Requirements, Rules and Guidelines with all staff.
 - Exclusivity is **not** guaranteed to any participant.
 - Booth space is **not** assigned and reserved until signed application and payment are received.
 - Booth spaces are assigned by event management. Requests may be considered, but final vendor placement is non-negotiable.
 - Vendors **may not move** their booth space at any time during the festival.
 - Vendors are responsible for their own signage, tents, tables and equipment. We do not provide running water or lights.
 - Canopies must be properly weighted down (40 lbs. attached per leg), and vendors should lower and properly secure their canopies overnight.
 - Participants may **only** market from their assigned booth space footprint. No drilling into the street shall be permitted.
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Vendor Booth Rules and Guidelines

- Vendors **may not resell** booth spaces to third parties. Vendors may share a booth, but may not upcharge the booth fees to additional participants. A separate application is required for each party sharing the booth.
- **NO water or soda sales are permitted.** Any Vendor doing so will be closed down without warning.
- All vendors must comply with City and State guidelines, and Vendors selling food require special licensing. Tiny Fest is meant to reflect the Northcenter community at its best. Each Vendor is required to empty garbage and recyclables appropriately in designated areas. Vendor space must be kept clean and free of debris. A Tiny Fest staff member will periodically monitor and review the space for cleanliness.
- Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from their booth. Tiny Fest cleaning crews **are not responsible** for picking up or removing trash from vendor booths.
- Vehicles are only allowed in the Northcenter Town Square for setup prior to the start of the event and for teardown after the festival has closed. You will be notified when it is safe to bring your vehicle into the Northcenter Town Square. All Vendors will receive a confirmation email regarding load-in and load-out times and parking arrangements, if

any. Turnaround times are tight and space is limited. You may not be able to bring your vehicle onto the route if you do not arrive at your assigned time. Each Vendor must adhere to the established guidelines. **All vehicles must be removed from the Northcenter Town Square 60 minutes prior to the start of the event. At no time can vendors utilize the CVS parking lot or block residential alleys or driveways.**

- All participants should 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), products and personal belongings, especially when the booth is closed overnight. Some City events have reported thefts from booths. Please plan accordingly.
- In an effort to protect your space and effectively maintain the cleanliness of the event, if your booth cannot be staffed for the duration of the event, you will be required to “close the booth” and remove all items from your area.

GENERAL

- All Tiny Fest participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Anyone found in violation of these rules can be fined and immediately removed from the festival and prosecuted at the NCC’s discretion.
- Mistreatment of event staff or volunteers will not be tolerated. NCC reserves the right to remove any individual/company from the event and ban them from future productions.
- NCC, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to any of the participants in the Vendor Showcase or property prior to, during or subsequent to the period covered by this contract. The Vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- NCC is not liable for injury or litigation arising from the products/services you or your company offer to the public. Products offered must comply with applicable state and federal laws.
- 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 Tiny Fest and the Northcenter Chamber of Commerce.

Applications that are not signed will not be processed or considered for acceptance.

By signing here, I confirm that I have read any rules and regulations made available to me by the Northcenter Chamber of Commerce for Tiny Fest. I further confirm and take full responsibility for (company) _____

That we are informed of all laws and ordinances, whether issued by a federal, state, county, municipal, city or other governmental organization such as the health department, that apply to

the business operation and that the business is in compliance with all relevant laws and ordinances. I further confirm and attest that I have full authority to sign on behalf of and bind the above named company for which this application has been prepared.

Signature _____ Date _____