

Market Vendor Application 2018

SQUARE ROOTS

DEADLINE: JUNE 1, 2018 (25% fee for late or incomplete paperwork)

Festival Dates and Operating Hours:

Friday, July 13, 5-10pm / Saturday, July 14, Noon-10pm / Sunday, July 15, Noon-9pm

Festival Location: 4400-4560 N. Lincoln Ave., Chicago

Festival Website: www.SquareRoots.org

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

Company _____

Event Contact _____ Email _____

Day of Contact _____ Email _____

Address _____ City _____ State _____ Zip _____

Website _____ Phone _____ FEIN/IDOR# _____

Are you a Lincoln Square Ravenswood Chamber Member? (Discount available to LSRCC members) Yes No

Method of Payment: Cash Check MasterCard Visa

Card Number _____ Exp. Date _____ Security Code _____

Cardholder's Name _____ Signature _____

Billing Address _____ City _____ State _____ Zip _____

BOOTH INFORMATION (Please type or print legibly.)

Booth space is NOT reserved until payment is received and form is signed.

List and describe products/services (include photos):

Need to rent tent, tables, electricity, etc.?
Please complete Equipment Rental Form and submit with application.
We do not provide running water or lights.

Booth will have music (Amplified music is NOT allowed.)

Explain: _____

(Strict limitations apply. Festival Committee must approve music in advance.)

VENDOR CATEGORY AND BOOTH FEES

Fees include the cost of the City of Chicago Itinerant Merchant License.
See reverse side for definitions.

| Category | Fee | LSRCC Member* |
|--|-------|---------------|
| <input type="checkbox"/> Nonprofit, Handmade, Kid Zone, 10'x10' | \$300 | \$250* |
| <small>Nonprofits must attach a copy of organization's 501(c)3</small> | | |
| <input type="checkbox"/> General Merchant, 10'x10' | \$400 | \$350* |
| <input type="checkbox"/> Promotional, 10'x10' | \$500 | \$400* |

* Membership must be current as of March 30, 2018

\$_____ Total Registration Fee due with application

Application will not be processed and space will not be secured until payment is received and form is signed. Applications and payment should be mailed to: Square Roots c/o Big Buzz Idea Group, 4055 W. Peterson Ave., Ste 105, Chicago, IL 60646. Please make all checks payable to: Square Roots. For more information, contact Lora at Big Buzz Idea Group at 773.804.8589 or lora@bigbuzzideagroup.com.

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

Vendor Signature _____

Date _____

PRESENTED BY

PRODUCED BY



Old Town School
of Folk Music



Big Buzz Idea Group

Market Vendor Rules and Guidelines 2018

Market Vendor Applications **MUST** be completely filled out and submitted with non-refundable payment and supporting documentation by **June 1, 2018**. The Lincoln Square Ravenswood Chamber of Commerce (LSRCC), Old Town School of Folk Music (OTSFM) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. Vendors filing late applications and/or payments will be assessed a 25% late fee which is due with the application. **Vendors with outstanding debt to the LSRCC, OTSFM 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

- **NONPROFIT, HANDMADE or KID ZONE, \$300:** Nonprofit organizations must provide verification of nonprofit status and a copy of the organization's 501(c)3. Handmade vendors must sell items made only by the applicant (no resale). LSRCC member fee* \$250
- **GENERAL MERCHANT, \$400:** Vendor purchases and resells merchandise. LSRCC member fee* \$350
- **PROMOTIONAL, \$500:** A for-profit organization exhibiting at the event to market or promote their company, product or service. LSRCC member fee* \$400

* LSRCC discounted fee applies to Chamber members in good standing. To qualify for LSRCC membership, the membership application must be current as of March 30, 2018.

Submission of a Vendor Application does not guarantee participation in the event. All applications are reviewed by the Festival Committee and notified of their acceptance. Any vendor not approved for the festival will be notified and will receive a full refund of all application and equipment fees.

BOOTH REQUIREMENTS

- Exclusivity is **NOT** guaranteed to ANY participant.
- Booth space is **NOT** reserved until payment is received.
- Booth spaces are assigned on a first-come first-served basis. Vendor locations are **non-negotiable**.
- Each canopy leg must be secured with at least 40 lbs per leg. Please note that Square Roots does not have extra weights on hand for vendor use.
- Canopies should be lowered and secured overnight.
- Square Roots welcomes artists/vendors to share booth spaces but at **NO TIME** may vendors upcharge the booth fees to additional participants.
- Vendors are responsible for their own signage, tents, tables and equipment; vendors may participate in a bulk rental order for tents, tables and equipment. We do not provide running water or lights. Participants may **ONLY** market from their assigned space. No drilling into the street shall be permitted.
- All vendors are responsible for complying with all City of Chicago and State of Illinois guidelines for food service to the public (when applicable).
- Square Roots is meant to reflect the Lincoln Square community at its best. Each vendor is required to empty garbage and recyclables appropriately in the Festival-provided dumpsters. Vendor space must be kept clean and free of debris. A Festival staff member will periodically monitor and review the space for cleanliness each night with the vendor. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. **Violators will be fined a minimum of \$100 for non-compliance.**

- Vehicles are only allowed on the street 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 onto the street. All vendors will receive a confirmation email regarding load-in and load-out times and parking arrangements, if any, for vendors. Each vendor must adhere to the established guidelines. **At no time may vendors block residential alleys or driveways. All vehicles must be removed from the street 60 minutes prior to the start of the event.**
- 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) and securing or removing product, giveaways or personal belongings, **especially when the booth is closed overnight or not manned by a vendor representative.** 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, any vendor not staffing their booth for the duration of the event will be required to "close the booth" utilizing tent sides. **Vendors who do not adhere to this policy will be fined \$100 per day.**
- Sidewalks are NOT part of assigned booth spaces. Sidewalks must be left unobstructed at ALL times. Any market vendor using any portion of the sidewalk will be fined \$100 per day.

GENERAL

- All festival 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. Any vendor found in violation of these rules can be fined and immediately removed from the festival and prosecuted at the organizer's discretion.
- LSRCC, OTSFM, BBIG, employees, related festival providers and participating sponsors shall 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.
- LSRCC, OTSFM and BBIG are 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 Square Roots, the Lincoln Square Ravenswood Chamber of Commerce, Old Town School of Folk Music and/or Big Buzz Idea Group.
- **Mistreatment of event staff or volunteers will not be tolerated. LSRCC, OTSFM and BBIG reserve the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.**