



# 2019 Market Vendor Application

**25% late registration fee for applications received after July 12, 2019**

**Festival Dates and Operating Hours: Friday, August 9 and Saturday, August 10, 11 AM–9 PM; Sunday, August 11, 11 AM–8 PM**

**Festival Location: Lincoln Park near Stockton and LaSalle**

**Festival Website: ChicagoHotDogFest.com**

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

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ FEIN/IDOR# (Required) \_\_\_\_\_

Vendor Contact \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

Payment Contact  Same as Above Phone \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

Day-of-Event Contact (OnSite / Pre-Event Info)  Same as Above Mobile Phone \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

**Method of Payment:**  Cash  Check (Payable to Chicago History Museum)  MasterCard  Visa

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Credit Card Holder Name \_\_\_\_\_ Billing Address \_\_\_\_\_ Signature of Card Holder \_\_\_\_\_

**BOOTH INFORMATION** (Please type or print legibly)

Booth space is NOT reserved until full payment and a signed form are received. Booths are assigned on first-come, first-served basis.

List and describe products/services (include photos)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Need to rent tent, tables, chairs, 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** (See reverse side for definitions)

CATEGORY	FEE
_____ Promotional, 10' x 10'	\$500
_____ General Merchant, 10' x 10'	\$350
_____ Nonprofit/Handmade, 10' x 10'	\$250

Nonprofits must attach a copy of organization's 501(c)3

**\$ \_\_\_\_\_ Total Registration Fee due with application**

**Application and space will not be processed or secured until full payment and signed application are received.** Please make all checks payable to the **Chicago History Museum**. Application and payment should be submitted to:

Big Buzz Idea Group / Attn: Chicago Hot Dog Fest  
 4055 W. Peterson Ave., Suite 105  
 Chicago, IL 60646  
 OR  
 Email: Brad@BigBuzzIdeaGroup.com

For more information, contact Brad, Big Buzz Idea Group at (773) 804-8589 or email Brad@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.

- I have read, understand and will comply with the rules and guidelines set forth. **Application will NOT be processed if not checked, without signature below or initialed on the reverse side.**

HOSTED BY

PRODUCED BY



\_\_\_\_\_  
 VENDOR SIGNATURE

\_\_\_\_\_  
 DATE

# 2019 Chicago Hot Dog Fest Market Vendor Application

## MARKET VENDOR BOOTH RULES AND GUIDELINES

Market Vendor Application **MUST** be completely filled out, signed and submitted with supporting documentation by **July 12, 2019**. The Chicago History Museum (CHM) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. Vendors filing late applications will be assessed a 25% late fee which is due with the application. **Vendors with outstanding debt to the 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

<b>PROMOTIONAL</b>	\$500
A for-profit organization exhibiting at the event to market or promote their company, product or service.	
<b>GENERAL MERCHANT</b>	\$350
Vendor purchases and resells merchandise.	
<b>NONPROFIT OR HANDMADE</b>	\$250
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).	

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.

**INITIAL** I understand all the fees that do or may apply. \_\_\_\_\_

### BOOTH REQUIREMENTS

- Exclusivity is **NOT** guaranteed to ANY participant.
- Booth space is **NOT** assigned and reserved until payment and signed application are received.
- Booth spaces are assigned on a first come, first served basis. Vendor locations are non-negotiable.
- Vendor **may NOT move** their booth space at any time during the festival.
- 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.
- 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 space. No drilling into the street shall be permitted.
- Vendors **may not resell** booth spaces to third parties. However, 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 Market Vendor doing so will be closed down without warning.
- All vendors must comply with City and State guidelines, and Market Vendors selling food require special licensing.
- Sidewalks are NOT part of assigned booth spaces. **Sidewalks must be left unobstructed at ALL times.** Any Vendor using any portion of the sidewalk **will be fined \$200 per day.**

**Late fee applies after July 12, 2019**

- Driving on park district lawn is absolutely prohibited. Vehicles must remain on paved access road at all times. **No exceptions. Violators will be fined of \$200 and/or space canceled by CHM and/or BBIG.**
- Vehicles are allowed in the park only for setup prior to the event and teardown once the festival closes. Vendors will be notified when it is safe to bring vehicles into the park. Unless otherwise noted, parking is not provided to any vendor. Load-in/setup times are provided in the confirmation letter sent to Vendors prior to the event. Vehicles must be removed immediately after unloading merchandise. Each vendor is allotted two (2) hours from the closing time of the event to breakdown and vacate the booth space. Please be sure to bring the necessary assistance/manpower to ensure adherence to this time frame. **For every 30 minutes exceeding the two-hour time limit, Vendor will be fined \$50.**
- Each Vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. Garbage and recyclables must be appropriately emptied in the 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. **Violators will be fined a minimum of \$100 for non-compliance.**
- 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. **Vendors who do not adhere to this policy will be fined \$75.**
- 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 had vendor reports of thefts in the past. Please plan accordingly.

### 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. Anyone found in violation of these rules can be fined and immediately removed from the festival and prosecuted at the CHM's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/CHM reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- CHM, BBIG, 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.
- CHM 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 and/or image in those photographs or video for future promotional consideration by the Chicago History Museum and/or Big Buzz Idea Group.

**INITIAL** I have read and will comply with the rules and guidelines. \_\_\_\_