



2018 Kids Square Vendor Application



25% late registration fee for applications received after May 4, 2018

Kids Square Dates and Operating Hours: Saturday, June 9, Noon–8 PM and Sunday, June 10, Noon–7 PM
Festival Location: Lincoln/Irving Park/Damen Festival Website: www.Ribfest-Chicago.com

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

Company _____ Northcenter Chamber of Commerce Member Yes No

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 Northcenter Chamber of Commerce) Credit Card

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. Ribfest Committee must approve music in advance.)

HOSTED BY

PRODUCED BY



VENDOR CATEGORY AND BOOTH FEES (See reverse side for definitions)

CATEGORY	FEE	NCC MEMBER*
<input type="checkbox"/> General Merchant, 10' x 10'	\$150	\$100
<input type="checkbox"/> Promotional, 10' x 10'	\$300	\$250

*Membership must be current as of March 31, 2018

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

Application will not be processed and space will not be secured until full payment and signed application are received. Please make all checks payable to the **Northcenter Chamber of Commerce**. Application and payment should be submitted to:

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

For more information, contact Brad Ball, 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 and initialed on the reverse side.**

VENDOR SIGNATURE

DATE

2018 Ribfest Chicago Kids Square Vendor Application

Late fee applies after May 4, 2018

KIDS SQUARE VENDOR RULES AND GUIDELINES

Kids Square Vendor Applications **MUST be completely filled out, signed** and submitted with non-refundable payment and supporting documentation by **May 4, 2018**. The Northcenter Chamber of Commerce (NCC) 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 NCC 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	\$150
Nonprofit organizations must provide a copy of the organization's 501(c)3. NCC member fee*	
	\$100
FOR PROFIT	\$300
NCC member fee*	\$250

**Membership must be current as of March 31, 2018. To qualify for NCC membership, application must be received at the Chamber office by March 20, 2018 and the applicant's business/organization must be located within a two-mile radius of the NCC office at 4054 N. Lincoln Ave.*

Submission of a Vendor Application *does not guarantee* participation in the event. All applications are reviewed by the Ribfest 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 the all fees that are due or may apply. _____

BOOTH REQUIREMENTS

- All Kids Square participants are expected to provide one FREE item, game or activity for the children.
- All sales at the booth are on a CASH basis only. (Ticket sales are limited to food and beverage only and vendors will not be reimbursed for ticket collection or ticket sales.)
- Exclusivity is **NOT** guaranteed to ANY participant.
- Booth space is **NOT** reserved until payment and signed application form are received.
- Booth spaces are assigned on a first-come, first-served basis. Vendor locations are non-negotiable.
- Vendors are responsible for their own signage, tents, tables and equipment; vendors may participate in a bulk rental order for equipment. Running water and lights are not provided. Participants may **ONLY** market from within their assigned space.
- Canopies must be properly weighted down (40 lbs. attached per leg), and vendors should lower and properly secure their canopies overnight. No drilling into the street shall be permitted.
- All food-related vendors and sponsors are responsible for complying with all City of Chicago and State of Illinois guidelines for food service to the public.

- Ribfest is meant to reflect the Northcenter community at its best. Each vendor is required to empty garbage and recyclables appropriately in the Chamber-provided dumpsters. Vendor space must be kept clean and free of debris. A Ribfest 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. 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 utilize the CVS parking lot, block residential alleys or driveways or break through festival fencing.**
- It is advised that all vendors 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.
- 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 \$50 per day.**

GENERAL

- All Ribfest 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 Chamber's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/NCC reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- NCC, 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.
- NCC 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/or 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 Ribfest Chicago, the Northcenter Chamber of Commerce and/or Big Buzz Idea Group.

INITIAL: I have read and will comply with the rules and guidelines. _____