



# Summer Fest 2011

## Vendor Application

Friday, June 3 • 5 to 11 p.m.  
 Saturday, June 4 • Noon to 10 p.m.

**LOCATION:** All along Madison Street in downtown Forest Park  
**APPLICATION DEADLINE:** May 6

**TYPE OF VENDOR:**

- Merchant (Chamber member)   
  Merchant (non-member)   
  Non-profit   
  Artist/Crafter   
  Novelties  
 Food Vendor (Chamber member)   
  Food Vendor (non-member)

**CONTACT INFO:**

Are you a Chamber member:     Yes     No   
 Would you like to receive membership info:     Yes     No

Contact Name \_\_\_\_\_

Name of Business \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**DETAILED DESCRIPTION OF ITEMS TO BE SOLD: (Arts/Crafts, Novelties, Food Vendors, Non-profit)**  
 (You MUST list all items. We reserve the right to limit products sold. NO Silly String, snap pops, stink bombs will be allowed.)

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**FEE STRUCTURE:**

- |   |   |                        |  |                    |
|---|---|------------------------|--|--------------------|
| <input type="checkbox"/> Merchant             |   |                        | <b>10 amp max. (see #8 Rules &amp; Regs)</b>         |                    |
| <input type="checkbox"/> Chamber member \$100 | <input type="checkbox"/> Non-member \$175 | <u>Electric needed</u> | <input type="checkbox"/> Festival only \$50 ___amps  | Total Fee \$ _____ |
| <input type="checkbox"/> Non-profit           |   |                        |  |                    |
| <input type="checkbox"/> Chamber member \$40  | <input type="checkbox"/> Non-member \$60  | <u>Electric needed</u> | <input type="checkbox"/> Festival only \$50 ___amps  | Total Fee \$ _____ |
| <input type="checkbox"/> Artist/Crafter       |   |                        |  |                    |
| <input type="checkbox"/> Chamber member \$150 | <input type="checkbox"/> Non-member \$200 | <u>Electric needed</u> | <input type="checkbox"/> Festival only \$50 ___amps  | Total Fee \$ _____ |
| <input type="checkbox"/> Novelties            |   |                        |  |                    |
| <input type="checkbox"/> Chamber member \$150 | <input type="checkbox"/> Non-member \$200 | <u>Electric needed</u> | <input type="checkbox"/> Festival only \$50 ___amps  | Total Fee \$ _____ |
| <input type="checkbox"/> Food Vendor          |   |                        | <b>*(see #8 Rules &amp; Regs)</b>                    |                    |
| <input type="checkbox"/> Chamber member \$200 | <input type="checkbox"/> Non-member \$300 | <u>Electric needed</u> | <input type="checkbox"/> Festival only \$50 ___amps* | Total Fee \$ _____ |

*Applications are due by May 6, 2011 and must be submitted with full payment to be considered. Please make checks or money orders payable to Forest Park Chamber of Commerce & Development. and mail to 7331 W. Roosevelt Rd., Forest Park, IL 60130. Inclement weather will not result in cancellation of the event. No refunds will be issued. Booth spaces are 10 x 10. Vendors may not purchase more than two spaces. **SEE REVERSE SIDE FOR RULES & REGULATIONS.***

# Rules & Regulations

1. Contract Cancellation: The Forest Park Chamber of Commerce reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the discretion of its clients. Any cancellation by management will be refunded if vendor has followed rules and regulations.

2. Application Deadline & Fees: Applications with fees are due by May 6, 2011. Applications will not be accepted without full payment of fees. Applicants who cancel prior to the May 6 deadline will receive a 50% refund of their fees. Fees are non-refundable after the May 6 deadline. All denied applications will receive a full refund. Inclement weather or acts of God will not result in cancellation of the event or the refunding of fees.

3. Exclusivity: We do not provide guaranteed exclusivity to any vendor.

4. Booth Size & Placement: All decisions about booth locations are at the discretion of the Summer Fest Committee. Desired space may be requested but is not guaranteed. We reserve the right to relocate a vendor when necessary even after the space has been assigned. Booth spaces are 10 x 10. Vendors required to provide a 10 x 10 tent for each booth. Vendors may purchase no more than two spaces. Booth assignments will be available on the Wednesday prior to the festival.

5. Setup Time & Tear Down: Each vendor is responsible for setup, tear down and clean up of booth. Setup time is between 3:00 and 5:00 p.m. on Friday and between 9:30 and 11:30 on Saturday. Vehicles are allowed on the street only for setup prior to event and tear down once the festival closes. Vehicles must be removed directly after setup and tear down. Vehicles will be allowed on the street for tear down as soon as the Police Department deems it safe. Vendors must be setup before the festival begins and be in operation during the entire festival.

6. Parking: Parking is not provided. Street parking is available around the festival area. Vendors setting up during the early part of setup hours will likely find the best spaces.

7. Equipment: Vendor is responsible for supplying all equipment (tables, chairs, tents, electrical cord, etc.). Vendors are REQUIRED to provide a 10 x 10 tent for their booth. Tables and chairs are not available from the Chamber.

8. Electricity: ONLY silent-run generators are allowed. Electricity will be made available as follows: one electrical outlet at 10 amps only if requested and paid for. Vendor must provide electrical cords. Every attempt will be made to insure continued electric service, but we will not be held responsible for loss of sales or goods should circumstances be beyond our control, vendor equipment is faulty or vendor electrical needs exceed provisions named. *Please discuss your electrical needs with the committee prior to the festival.*

9. Disclaimer: The Forest Park Chamber of Commerce and the Village of Forest Park will NOT be held responsible for theft or loss of any property.

10. Cleanup: All garbage must be bagged. Area surrounding booth must be clean of debris. Grease and left over food must be disposed of properly.

**Food service rules will be given to all participating food vendors.**

***By signing this agreement, I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (vendor) and the event producer (The Forest Park Chamber of Commerce & Development) and therefore accept all terms and conditions of this agreement.***

Signature:

Date:

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