



2018 Market Vendor Application

25% late registration fee for applications received after August 10, 2018

Fair Dates and Operating Hours: Saturday, September 8, Noon–10 PM; Sunday, September 9, Noon–8 PM

Fair Location: **Fair Website:** CountyFairChicago.com

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

Six Corners Association Member ☐ Yes ☐ No

Company

Address

City

State

Zip

Phone

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 Six Corners Association) ☐ 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)

Would you be interested in providing a workshop? ☐ Yes ☐ No

☐ Need to rent tent, tables, chairs, electricity etc.? Please complete Equipment Rental Form and submit with application. The event **does not** provide running water or lights.

☐ Booth will have music (amplified music is **not** allowed)

Explain:

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

HOSTED BY



PRODUCED BY



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

CATEGORY	SCA MEMBER	NONMEMBER
____ Promotional, 10' x 10'	\$450	\$500
____ General Merchant, 10' x 10'	\$300	\$350
____ Nonprofit/Handmade, 10' x 10'	\$200	\$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 **Six Corners Association**. Application and payment should be submitted to:

Big Buzz Idea Group / Attn: County Fair Chicago
4055 W. Peterson Ave., Suite 105
Chicago, IL 60646
OR
Email: Cory@BigBuzzIdeaGroup.com

For more information, contact Cory at (773) 804-8589 or email Cory@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 Fair 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 or without signature below and initialed on reverse side.**

VENDOR SIGNATURE

DATE

2018 County Fair Chicago Market Vendor Application

MARKET VENDOR BOOTH RULES AND GUIDELINES

Late fee applies after August 10, 2018

Market Vendor Application **MUST be completely filled out, signed** and submitted with supporting documentation by **August 10, 2018**. The Six Corners Association (SCA) 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 or SCA 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

Category	SCA Member	Nonmember
PROMOTIONAL A for-profit organization exhibiting at the event to market or promote their company, product or service.	\$450	\$500
GENERAL MERCHANT Vendor purchases and resells merchandise.	\$300	\$350
NONPROFIT OR HANDMADE 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).	\$200	\$250

Submission of a Vendor Application *does not guarantee* participation in the event. All applications are reviewed by the Fair Committee and notified of their acceptance. Any vendor not approved for the Fair 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** 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 Fair.
- Vendors are responsible for their own signage, tents, tables and equipment; vendors may participate in a bulk rental order for tents, tables and equipment. The event **does 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.
- **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.**

- Each vendor is responsible for setup, take down and cleanup of their space. Vehicles are allowed on the street for setup prior to the event and teardown once the Fair closes. Vendors will be notified when it is safe to bring one vehicle onto the street. 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 required to empty garbage and recyclables appropriately in the provided dumpsters. Vendor space must be kept clean and free of debris. A Fair 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 your booth. **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 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 Fair 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 Fair. Anyone found in violation of these rules can be fined and immediately removed from the Fair and prosecuted at SCA's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/SCA reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- SCA, BBIG, employees, related Fair 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.
- SCA 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 Six Corners Association and/or Big Buzz Idea Group.

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