

WHEN: SATURDAY, MAY 19, 2012
TIME: 9:00 A.M. TO 5:00 P.M.
WHERE: DOWNTOWN
(MAIN STREET, WEST CHICAGO)
WHAT: 10' x 10' SPACE
COST: *FREE* to Not-For-Profit businesses. A \$75.00 refundable deposit is required. Deposit is forfeited if vendor does not show on day of event, or cancels after the close of business on May 11, 2012.
DUE BY: April 13, 2012 - SPACE IS LIMITED



GENERAL INFORMATION

1. All types of hand crafted art, photography, sculpture, handicrafts and jewelry are acceptable.
2. Tents, tables and chairs are not provided. Each vendor is responsible for own set-up, table, table covering and/or chair.
3. All tents must be weighted.
4. Attendance Guidelines: Booths must be manned between 9:00 a.m. and 5:00 p.m. Booths/displays should not be removed before 5:00 p.m. Violation of these rules will prohibit vendor from next year's event.
5. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space. Please adhere to this rule out of consideration for other vendors and fire lane restrictions.
6. All items for sale must be priced. Vendor must supply bags or wrappings and a written receipt for all purchases. Collection of State sales tax is the responsibility of each vendor.
7. Each vendor will be notified by e-mail of space assignment and set-up time within 2 weeks prior to the fest.
8. Vendor parking is available offsite and assigned based on booth location.
9. Vendor spaces are limited in the not-for-profit category.
10. No refunds due to inclement weather conditions. This is a rain or shine event.
11. Food vendors require additional \$20 electrical fee in addition to Temporary Food Service Permit, available at DuPage County Health Department (630) 682-7979 ext. 7182.
12. Food vendors are required to provide a certificate of insurance.
13. Photographs taken at event may be used for future promotion.
14. A Raffle License application must be submitted no later than May 4, 2012. The license application may be found at www.westchicago.org under Forms.
15. Vendors shall submit one check for the total amount due, including vendor registration fee (if applicable) and deposit fee. The check will be deposited upon receipt. The \$75 deposit fee will be returned to those vendors in compliance with attendance guidelines in the form of a check from the City of West Chicago via mail.
16. Deposit of vendor fees upon receipt of application by the City of West Chicago does not indicate acceptance into the event. The vendor will be notified after the application deadline of their acceptance as a vendor at Blooming Fest. In the event that an application is denied, all fees will be refunded to the applicant.

QUESTIONS OR MORE INFO?

Krista Coltrin, event coordinator - E-Mail: kcoltrin@westchicago.org
Phone (630) 293-2200 x135 • Fax (630) 293-3028
Website: www.westchicago.org



2012 NOT-FOR-PROFIT
VENDOR REGISTRATION FORM
FOR MAIN STREET BOOTH SPACE



Business/Organization Name _____

Contact Person _____ Phone _____

Street Address _____

City/State/Zip Code _____

Item(s) to be sold/available _____ Raffle? Yes No

E-mail address: (required) _____

Your e-mail address will be added to the mailing list for the City of West Chicago for future business correspondence.

Registration for booth space is FREE to Not-For-Profit businesses. To reserve a space, this form must be signed and returned with a \$75 refundable deposit made payable to the City of West Chicago by April 13, 2012 to: City of West Chicago, Blooming Fest, 475 Main Street, West Chicago, IL 60185

WAIVER AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of participation in the Activities relating to Blooming Fest, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the undersigned at its own expense, will satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of _____ (insert business name). Agreed this _____ day of _____, 2012.

Name of Business

Signature of Authorized Person* Title

*Signature of authorized person indicates that the General Information on page 1 of this registration form has also been read and agreed to. (rev. 1/25/12)

