



VENDOR APPLICATION

RETAIL / SERVICE MERCHANT

Potential Vendors!

It's that time of the year again! We are pleased to announce that the 2017 Green Music Fest will take place June 10th & 11th and as always, Green Music Fest will feature primarily "GREEN" service vendors. There are no limitations on the types of items sold at Green Music Fest; however, priority will be given to local Wicker Park Bucktown merchants and those vendors selling organic, locally sourced, fair-trade, hand-crafted, featuring recycled content or re-use items.

A special note regarding discounted space fees-

Chamber Members must provide current membership information. Not-For-Profit Organizations must provide proof of current 501c3 status. "Green" Vendors must fit into one of the below criteria (*please check next to applicable criteria*):

- Products or services that reduce energy use or create renewable energy
- Products that are locally manufactured and have a community sustainability commitment (proof of commitment must be provided)
- Products made from recycled content (pre- or post-consumer) or featuring a creative reuse of a product or material
- Products that have a low volatile organic compound certification or other air quality benefit
- Products that are Green Seal or Energy Star certified

To align with and support our zero-waste goal, the following items are prohibited:

- No plastic bottles – NO BOTTLED WATER nor bottled soft drinks, energy drinks, etc. (recyclable canned drinks are permitted)
- No Styrofoam containers or products
- No plastic items, unless certified compostable
- No "virgin" non-recycled-content paper products.
- No biodegradable items unless certified compostable

Certified Compostable materials:

- Green Music Fest continues to provide a composting waste-stream to vendors and attendees of the festival. Upon acceptance into the Fest, vendors are encouraged to order through our exclusive local source for DISCOUNTED certified compostable materials (bags, etc.) to maintain consistency and ensure that compost stream does not become contaminated.

Please keep the above details in mind when applying for this year's Green Music Fest. We look forward to working with you and making this year's Green Music Fest the best one yet!

Thank you,

Becca Peters
Vendor Coordinator
773.353.1579
becca@criterionproductions.com

2017 Green Music Fest Food Vendor Application © Criterion Productions 2017

APPLICATION DEADLINE: MAY 1, 2017

Applications received postmarked after May 13, 2017 are subject to a 20% rush charge



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2017 GREEN MUSIC FEST
JUNE 10th & 11th 12 to 10PM

APPLICATION DEADLINE: FRIDAY MAY 1, 2017



APPLICANT INFORMATION

Business Name: _____

Below please describe the items being sold or displayed and qualifications for "Green" status if applicable, please include price range of items to be sold.

Are you applying as a "GREEN" vendor? YES NO

Primary Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Telephone: _____

Primary Contact Email: _____

Website: _____

On-Site Contact the same as primary business contact? YES NO

*if on-site contact is same as primary business contact, you do not need to fill out section below

On-site Contact Name: _____

On-site Contact Cell Phone: _____

On-site Contact Email: _____

Current full-year Wicker Park Bucktown Chamber Member? YES NO

*Discount available to up-to-date full-year Chamber Members for this festival.

*To become a member, go to wickerparkbucktown.com or call 773.384.2672

IBT #: _____

*If you are selling merchandise or services, you must provide an IBT #

* To obtain an IBT #, please visit <https://www.revenue.state.il.us/app/ibri>

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VENDOR SPACE FEE

Chamber Member, 10'x10' Space _____ \$300 x Quantity _____ = \$ _____
 Non-Chamber Member, 10'x10' Space _____ \$350 x Quantity _____ = \$ _____
 Not-For-Profit Organization, 10'x10' Space _____ \$270 x Quantity _____ = \$ _____
 "Green" Vendor, 10'x10' Space _____ \$270 x Quantity _____ = \$ _____
 Additional 10' space _____ CALL FOR PRICE

Total Vendor Space Fee \$ _____

OPTIONAL RENTAL EQUIPMENT FEES

10'x10' Tent _____ \$240 x Quantity _____ = \$ _____
 10'x20' Tent _____ \$330 x Quantity _____ = \$ _____
 10' Tent Wall _____ \$16 x Quantity _____ = \$ _____
 Chair _____ \$11 x Quantity _____ = \$ _____
 6' table _____ \$24 x Quantity _____ = \$ _____
 8' table _____ \$27 x Quantity _____ = \$ _____

Total Rental Equipment Fees \$ _____

*Any other necessary equipment not rented above, including lighting, signage, etc. must be provided by vendor. Tent walls & counters are only available for tents rented through the festival.

OPTIONAL ELECTRIC RENTAL

Please describe the items being plugged into the outlet, including wattage, amperage, make/model of equipment, and type of plug:

Outlets are standard household plug types. Do you require special plugs? ____ Yes ____ No
If yes, below please describe special plugs (including NEMA code, volts, and amps):

- * In addition, please send a photo of any special plugs that are required.
- * NO personal generators are allowed. Electricity MUST be purchased from the event.

TWO standard 120V/20A outlets (40amps MAX total): ____ \$160 x Quantity _____ = \$ _____
 Additional 120V/20A outlets (per outlet) _____ \$80 x Quantity _____ = \$ _____
 Special Plug Fee (required for any non-standard outlets) ____ \$75 x Quantity _____ = \$ _____

Total Electric Rental Fees \$ _____



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2017 GREEN MUSIC FEST RETAIL / SERVICE VENDOR CONTRACT

This Vendor Contract is between _____
("Vendor") and the Green Music Fest ("Festival").

Section 1. Grant of space

- Upon acceptance of the vendor application, signed contract, and receipt of payment, Festival will grant Vendor the right to use a designated booth in the Festival (the "Space") on June 10th & June 11th, 2017. The Festival will take place on Damen Ave between North Ave and Schiller Ave. Vendor will receive notification of official acceptance via email the week of May 15, 2017. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments and load-in instructions will be forwarded by Criterion Productions via email by June 2, 2017.

Section 2. Laws and Permits

- Vendor must comply with all relevant local, state and federal laws and guidelines.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits and taxes that are required for its operation, including state sales tax.
- Vendor shall provide Festival with a valid DBACP Account number in order to sell merchandise at the Festival.
- Notice: Festival is required by law to provide the Illinois Dept. of Revenue a complete list of vendors participating in the festival.

Section 3. Use of Space & Vendor conduct

- Vendor's use of the Space is non-transferable. Vendor may not allow anyone else to use the Space without the express permission of Festival.
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen acts of God, weather, terrorism or war result in the cancellation of the event.
- The Space is provided "as-is." Limited numbers of tables, chairs, canopies and electricity hook ups are available to rent from Festival. Vendors requiring rented equipment must enclose the required fee and order each item on the application.
- RENTALS: Chairs and tables will be available for pick-up at a central location on Saturday morning – and MUST be returned and checked in at that same location on Sunday evening.
 - Missing rental equipment costs will be billed to vendor if not returned and checked-in.
 - Rented tents will be erected at the vendor location.
 - If ordered, an electrical outlet will be available near vendor location; vendor should bring a 100-foot outdoor extension cord to plugin.
- Vendor must weigh down tents brought in independently with sandbags, water barrels or cement buckets. If tents are not weighed down properly, management may choose to remove them and/or charge vendor for cost of additional water barrels (\$110 per barrel).
- Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by Festival to Vendor via email one week prior to the Festival.
- Vendors must be set-up and ready for operation by Noon (the official opening time of the Festival) and must vacate the Festival grounds by 3 hours after the official closing time of the Festival or by 1 AM, whichever comes sooner. Vendor may not vacate the Festival prior to the official closing time of 10PM without the express permission of Festival.

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Section 3. Use of Space & Vendor conduct (cont.)

- Vendors must remove all products and equipment over night on Saturday (with the exception of rented equipment). It is at the Vendor's own risk to leave any equipment or product belonging to the Vendor on the Festival site overnight and Festival cannot be held responsible for any loss or damage to said product or equipment. There will be at least one security guard guarding the entire site overnight.
- Vendor must remove their own trash from the Space and properly dispose of recyclable and compostable material in containers provided by Festival. Vendors must leave the Space trash-free and in the same condition as when provided. Vendor will be charged \$150 penalty for any debris or trash left on site. Photographic evidence will be provided with the penalty invoice.

Section 4. Merchandise & Prohibited items

- Festival may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. Festival may revoke this contract if Vendor's merchandise is not consistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Chicago, Illinois or Federal law or any merchandise that festival management considers racist, discriminatory or offensive.

Section 5. Indemnification & Release.

- Vendor will release and will hold harmless the Green Music Fest Joint Venture, Subterranean, Beat Kitchen, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, Bright Beat, The City of Chicago, the City of Chicago Department of Cultural Affairs and Special Events (DCASE), and the City of Chicago Department of Business Affairs and Consumer Protection (DBACP) from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify Green Music Fest Joint Venture, Subterranean, Beat Kitchen, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, Bright Beat, the City of Chicago, DCASE, and DBACP from any and all expense arising because of any such claim.

Section 6. Advertising

- Any vendor wishing to advertise must do so at its own expense. Any advertising must be approved in writing by Festival prior to publishing.

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Wicker Park Bucktown Chamber of Commerce

REQUIRED MATERIALS CHECKLIST

_____ Completed vendor application

- Must include filled out applicant information form, fee & rental equipment worksheet, and signed contract
- Submission of an application does NOT automatically guarantee acceptance into the festival. After the application deadline, an email confirmation your acceptance will be sent out prior to the festival

_____ Payment in full for all vendor space fees, equipment and electric rentals fees

- Check or money orders accepted. Please send to: Criterion Productions, ATTN: GREEN MUSIC FEST,
- 4753 N. Broadway St, Suite 800, Chicago IL 60640
- **Make payable to: Wicker Park Bucktown Chamber of Commerce**

_____ Photos of items for sale or display, or please list a website where items may be viewed here:

If you have any questions or need more information, please contact:

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