



VENDOR APPLICATION RETAIL / SERVICE MERCHANT

2020 HYDE PARK SUMMER FEST
JUNE 6, NOON - 9PM & JUNE 7, NOON-9PM
APPLICATION DEADLINE: FRIDAY MAY 1st, 2020



***Application is subject to approval by Hyde Park Summer Fest committee. Applications must be fully completed for consideration. If you have any questions while filling out application, please call Criterion Productions – 773-878-2900.**

***Vendors will be entitled to a full refund if the entire event is canceled due to orders from a public health official or a government agency prior to May 15, 2020.**

APPLICANT INFORMATION

Business Name: _____

Below, please describe the items being sold or displayed:

Primary Contact Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Telephone: _____

Primary Contact Email: _____

Website, Twitter, Facebook: _____

On-site Contact Name: _____

On-site Contact Cell Phone: _____

On-Site Contact Email: _____

Current full-year Hyde Park Chamber Member? YES NO

*to become a member please visit <http://www.hydeparkchamberchicago.org/> or call 773.288.0124

IBT# _____

*IBT # required if you are selling merchandise or services

*to obtain an IBT# please visit <https://www2.illinois.gov/rev/forms/reg/Documents/reg-1.pdf>



VENDOR APPLICATION RETAIL / SERVICE MERCHANT

VENDOR SPACE FEE

**All space rentals include a 10'x10' tent, tent weights*

10'x10' Space	\$650 x Quantity _____ = \$ _____
Non-Profit 10'x10' Space	\$300 x Quantity _____ = \$ _____
Additional 10' space CALL FOR PRICE	_____ x Quantity _____ = \$ _____

Total Vendor Space Fee \$ _____

*Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please contact Cody Spellman via email at vendors@criterionproductions.com with questions or inquiries.

OPTIONAL RENTAL EQUIPMENT

10' Tent Wall	\$25 x Quantity _____ = \$ _____
Chair	\$11 x Quantity _____ = \$ _____
8' Table	\$27 x Quantity _____ = \$ _____
Tent Lights	\$60 x Quantity _____ = \$ _____

Total Equipment Rental \$ _____

*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.

*All rented equipment should be picked up and checked out by Vendor at a central location which will be specified closer to the event.

OPTIONAL ELECTRICAL RENTAL

Please describe the items being plugged in (toaster, computer, lights, etc.), including voltage & wattage:

Outlets are standard household plug types. Do you require special plugs? YES NO
If Yes, please describe special plugs, including voltage, wattage, NEMA code, below:

*In addition, please send a photo of any special plugs required

*NO personal generators are allowed on site. Electricity must be purchased from the event

ONE standard 120V / 20A outlets (20 amps max total):	\$150 x Quantity _____ = \$ _____
Additional 120V / 20A Outlets (per outlet)	\$75 x Quantity _____ = \$ _____
Special Plug fee (required for any non-household type outlets)	\$100 x Quantity _____ = \$ _____

Total Electrical Rental \$ _____

2020 HYDE PARK SUMMER FEST VENDOR CONTRACT

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Applications received postmarked after May 1st are subject to a 20% rush charge



VENDOR APPLICATION

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This contract is between _____ (“Vendor”) and Hyde Park Summer (“Festival”)

Section 1. Grant of Space

- Upon receipt of the vendor application, signed contract, and payment, Festival may grant Vendor the right to use a designated booth in the Festival (the “Space”) on June 6 & 7, 2020. The Festival will take place on 53rd St., From Lake Park Ave. to Kenwood Ave, also Harper Ave., and Old Lake Park will be used as well. Vendor will receive notification of official acceptance via email the week of May 4th, 2020. 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 May 29th, 2020.

Section 2. Law and Permits

- Vendor MUST comply with all relevant local, state, and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for operation, including State sales taxes.
- Vendor shall provide Festival with a valid IBT# in order to sell merchandise or services at the Festival
- Festival is required by law to provide Illinois Department of Revenue a complete list of vendors participating in the Festival

Section 3. Use of Space & Vendor Conduct

- Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use the Space without the express written permission of the Festival
- Should our event be cancelled 14 days prior due to health concerns or government orders, vendors shall be entitled to a full refund
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds will be provided based on Force Majeure circumstances. Force Majeure circumstances are: fire, flood, earthquake, severe weather, epidemic, act of God; failure or delays of essential services including transportation, water, heating, electric service, etc.; industrial or labor disputes, strikes, lockouts; or any lawful order, decree, ruling, regulation or act of any public authority or sovereign government, government sanctioned embargo, act of war or terrorism; civil disorder, insurrection, coup d’etat or revolution; delay or destruction caused by public carrier; or any other circumstance substantially beyond the Festival or its’s agents and partners’ control.
- The Space is provided “As-Is.” Limited numbers of tables, chairs, tents, canopies, and electrical connections are available to rent from the Festival. Vendors requiring rented equipment or electricity must enclose the required fee and order each item upon application.
- RENTALS: Tents will be erected in place prior to Vendors loading in. Tables and Chairs rented will be delivered to the space. If ordered, an electrical outlet will be available near vendor location; vendor will be required to bring their own WORKING extension cord to plug in to outlet (may be up to 75’ away from Vendor Space)
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Section 3. Use of Space & Vendor Conduct (Cont.)

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- Vendors must use tents and tent weights provided by festival to ensure proper aesthetic and safety.
- Vendor must keep their merchandise and displays within the allotted boundaries of the Space. Space will be assigned and notification of allotted space will be given by Criterion Productions via email.
- Vendors must be set up and ready to serve, sell, & operate by NOON (the official opening time of the Festival) and must vacate the Festival grounds no later than 3 hours after the closing of the Festival. Vendor MAY NOT Vacate the Festival prior to the official closing time of 9:00PM without the permission of the Festival
- No Vendor vehicles are allowed onsite past 10:00AM on Saturday and Sunday of the festival dates.
- Vendors will be notified their specific load in time and date prior to the festival dates.
- Vendors must remove all products and equipment overnight after Festival hours on Sunday (except for equipment rented from the Festival). It is at the Vendor's sole risk to leave any equipment or product belonging to the Vendor on the Festival grounds overnight on Saturday June 6, and Festival cannot and will not be held responsible for any loss or damage to said product or equipment. There will be security patrolling the entire site overnight.
- Vendor must remove their own trash and debris from the Space and properly dispose of recyclable and compostable items in containers provided by the Festival. Vendors must leave their Space trash free and in the same condition as was provided. Vendor will be charged \$150.00 penalty for any debris or trash left on site with photographic evidence.

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, marijuana products of any kind, items prohibited by Chicago, Illinois or Federal law or any merchandise that Festival considers racist, discriminatory or offensive.

Section 5. Indemnification & Release

- Vendor will release and will hold harmless the Hyde Park Summer Fest, Hyde Park Chamber of Commerce, Criterion Productions, The City of Chicago and the City of Chicago Department of Cultural Affairs and Special Events, their owners, officers, directors, agents and employees 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 the Hyde Park Summer Fest, Hyde Park Chamber of Commerce, Criterion Productions, the City of Chicago Department of Cultural Affairs and Special Events, the City of Chicago, Eat Drink and Be Events LLC, Beverage Shop LLC., Urban Retail Management, and all sponsoring organizations of the Hyde Park Summer Fest from any and all expense arising because of any such claim.

Section 6. Advertising

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

Section 7. Causes for Denial of Selling Privileges & Disciplinary Actions

- Any Vendor who has not paid in full prior to the load in date will not be allowed on site. Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If Festival learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, Festival may revoke this contract or take other appropriate action.
- Festival may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor contract or other rules established by Festival. Such action may include, but is not limited to, revocation of this contract, permanent denial of selling privileges or other relief deemed necessary by Festival.
- If vendor exceeds the allotted space specified in the application, Vendor will be revoked selling privileges and asked to leave.

Management may impose additional rules and regulations as it deems necessary. Management will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Criterion Productions office.

Vendor Printed Name

Vendor Signature

Date



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FILL IN AND ADD UP THE FOLLOWING FEES

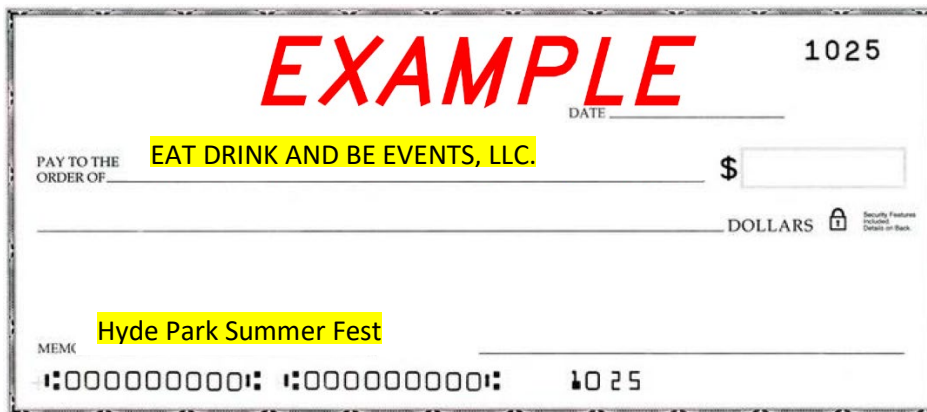
Vendor Space Fee	Optional Rental Equipment Fee	Optional Electric Rental Fee	TOTAL AMOUNT DUE
\$ +	\$ +	\$ +	\$

Completed application, signed contract, and payment can be sent to:

Criterion Productions, ATTN: Hyde Park Summer Festival
2026 W Carroll Ave, Chicago IL 60612

Make checks payable to:

“EAT DRINK AND BE EVENTS LLC.”





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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 re 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. Make payable to: EAT DRINK & BE EVENTS, LLC.
 - Please send to: Criterion Productions,
 ATTN: HYDE PARK SUMMER FEST
 2026 W Carroll Ave, Chicago IL 60612
 - Returned checks will be charged an additional \$20 fee.
- _____ Photos of Vendor's 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:

Cody Spellman

Email: vendors@criterionproductions.com

Phone: 773.878.2900