



2015 Arts & Craft/Merchant Vendor Application

\$800 Registration fee per 10 x 10 space w/electricity

OFFICE USE ONLY

Deposit Received: _____

Date: _____

Paid in full: _____

Date: _____

DEADLINE: ARTS & CRAFT/MERCHANT VENDOR DUE ON FRIDAY, AUGUST 14, 2015

Festival dates: September 4, 5 & 6, 2015

Hours of Operation: 12PM-12AM

Festival Location: 150 S. Sheridan Road, Waukegan, IL 60085

Facebook: \LatinAmericanFestivalof Waukegan

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

Event Contact _____

Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____ FEIN/IBT# _____

Method of Payment CASHIERS CHECK MONEY ORDER **(NO CASH WILL BE ACCEPTED)**

BOOTH INFORMATION (Please type or print legibly)

Menu Items (LIST AT LEAST 3 ITEMS)

Initials:

___ Need to bring your own tent, tables, chairs etc.? We do not provide running water, extensions or lights (only electricity).

___ Booth will be using propane (City ordinance requires all propane tanks to be 10 feet away from any canopy.)

TOTAL FEE CALCULATOR:

Total Cost \$ _____

Booth Fee (50 % deposit) \$ _____

Booth Fee (remaining) \$ _____

TOTAL AMOUNT DUE: \$ _____

For refrigeration and cooking equipment please contact AAA Rental at 708-210-1200 for pricing/ordering/payment of optional Refrigeration and Cooking equipment.

REQUIRES ITEMS FOR TEMPORARY FOOD LICENSE

City licensing and compliance with Department of Health and Sanitation is the responsibility of each Food Vendor.

Certificate of Insurance

Certificate of Insurance must list the City of Waukegan (100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085) as the Certificate Holder and list Puerto Rican Society, Jacqueline Baez and Jose Betancourt as additional insurers.

Booth Site Plan

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the back. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

VENDOR SIGNATURE

DATE

Application will not be processed and space will not be secured until 50% deposit is received. Application and payment should be mailed to: 150 S. Sheridan Rd, Waukegan, IL 60085. All checks should be made payable to: **Puerto Rican Society c/o Latin American Festival**. For more information, contact Jackie Baez, Event Manager at (773) 951-9489 and/or Jose Betancourt at (773) 727-8760 or email us at waukeganlatinamericanfestival@gmail.com

2015 LATIN AMERICAN FESTIVAL ARTS & CRAFT/MERCHANT VENDOR APPLICATION

ARTS & CRAFT/MERCHANT VENDOR RULES AND GUIDELINES

(REQUIREMENTS SUBJECT TO CHANGE PENDING ANY MERCHANT VENDOR MANDATES)

1. **Contract Cancellation:** The Puerto Rican Society of Waukegan (hereinafter referred to as "PRSW") and events managers Jacqueline Baez and Jose Betancourt (hereinafter referred to as "EM") reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
2. **Account Holds:** PRSW and EM are not responsible for denial of a license by the City of Waukegan due to any hold placed on business accounts associated with the vendor. Each vendor is responsible for resolving any standing holds with the City of Waukegan and/or State of Illinois prior to submitting their application. Please note: Most business are not aware of a hold until their application is submitted and PRSW is contacted by the City and/or State. It is essential that you call each government agency regardless of your assumed standing. Please call the City of Waukegan Business Licensing Department 847-856-6425 or 847-360-0334.
3. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
4. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
5. **Water:** Running water is **NOT** provided on site by EM. You must supply your own fresh water.
6. **Electricity:** Small portable generators are permitted on grounds of the event for use within your booth. All electricity on site will be provided by the Puerto Rican Society of Waukegan. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** No music recorded or live music will be accepted in your booth. All talent booking must be done solely by EM and PRSW. No live performances are allowed in your booth space.
8. **Laws:** Drilling in the street and/or the PRSW parking lot will be permitted. Violators will be subject to a fine of \$200 and/or space cancellation by EM and PRSW. You are directly responsible for any city violated ordinances and fines.
9. **Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are NOT allowed on site parking outside the entrance will only be permitted for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You are allotted 1 (one) hour from the closing time of the event break-down and vacate your booth space. Please bring the necessary assistance/manpower to ensure this. For every 30 minutes you exceed this time frame (event closing time), \$50.00 will be charged.
10. **No Show Policy:** Participants who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 10:00 AM Friday, September 5th will be considered a "no-show." A no show exhibitors will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list exhibitor.
11. **Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left un-bagged will be subject to a fine of a \$100, and/or space cancellation.
12. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
13. **Indemnification:** The Puerto Rican Society of Waukegan and Event Managers Jacqueline Baez and Jose Betancourt and any of the employees working the event, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
14. **Booth Space:** Vendors must use all space that they are granted. No space may stand vacant. Only three feet of space as an entry way into your place of business is permitted.
15. **Event Hours:** Vendors must remain open during festival hours 12:00pm – 12:00pm Sept. 4, 5 & 6, 2015.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited. Business name MUST be present throughout festival with original vendor participation application.

ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE VENDORS:

1. **Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material and must be weighted down properly. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the duration of the event.
2. **Propane:** The City of Waukegan requires all propane tanks to be chained together and attached to stationary material (such as a post). EM reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These **extinguishers must be carbon dioxide or multi-purpose dry chemical**, a minimum of twenty pounds.
5. **Food/Beverage Sponsors:** Each year various food and beverage sponsors support this event. EM reserves the right to dictate which products will be served. Vendor will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.
6. **Summer Festival Food Vendor Sanitation Certificate:** A person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate.
7. **Items for Sale:** Menu items are not allowed to be changed once the application has been filed.
8. **Signage:** Food and beverage vendors must put pricing on all signage.

PUERTO RICAN SOCIETY OF WAUKEGAN
150 S. Sheridan Road
Waukegan, IL 60085
Phone: (847) 662-1459 Fax: (847) 623-7578
Facebook: \LatinAmericanFestivalofWaukegan

APPLICATION CHECK-LIST

Your application will **NOT** be processed without the following information:

- Completed festival application
- Payment for space fees