

2010 Mexican Independence Day Celebration Vendor Application

WHEN: Sunday, September 12, 2010
TIME: Noon to 9:00 p.m.
WHERE: DOWNTOWN MAIN STREET
COST: \$50.00 for vendor space, \$75 for vendor space with electricity,
\$150.00 for vendors serving food.
(FREE for Not-For-Profit businesses)
DUE BY: July 30, 2010

GENERAL INFORMATION

1. All types of handicrafts, art, photography, sculpture 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. Booths must be manned between 11:00 a.m. and 8:00 p.m.
5. All 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 the general public.
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 of space assignment one week prior to the festival. Set-up time for food vendors is 8:00 a.m., all other vendors is 9:00 a.m.
8. Displays should not be removed before 8:00 p.m. Violation of this rule will prohibit vendor from next year's event.
9. Vendor parking is available in the City lot located on Turner Court and at the Park District's lot located at 157 W. Washington Street.
10. Vendor spaces are assigned on a first-come, first-serve basis as much as possible.
11. Photographs taken at event may be used for future promotion.





City of West Chicago
425 Main Street
West Chicago, IL 60185
630-293-2200
www.westchicago.org

The City of West Chicago invites you to participate in West Chicago's ***Mexican Independence Day Celebration*** set for Sunday, September 12, 2010. The one-day celebration takes place from Noon to 9:00 p.m. and is held in historic downtown West Chicago.

Activities for the day include a parade from Joliet Street and Augusta Avenue to the downtown district, performances by a ballet folklórico, mariachis and live music entertainment. Food vendors and local businesses are asked to join us in the downtown celebration by providing food, hands-on information booths and activities.

This year booths will be located on Main Street between Turner Court and Washington Street with more parking available for the public.

The ***Mexican Independence Day Celebration*** will receive advertisement coverage in the Chicago Tribune, Chicago Sun-Times, Daily Herald, Kane County Chronicle, and West Chicago Press. This one-day event attracts West Chicago's Mexican and Mexican American community as well as provides a dynamic cultural attraction for the entire community and surrounding area.

You won't want to miss this festival! Take advantage of this invitation to sell your products and register for one of the vendor spaces today for only \$50.

If you have any questions or need additional information, please call Valeria Perez at (630) 293-2200 (ext. 170), or email at vperez@westchicago.org.

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VENDOR REGISTRATION FORM

Business/Organization Name _____

Contact Person _____ Phone No. _____

Street Address _____

City/State/Zip Code _____

Item(s) to be sold/available _____

****Please attach a sheet listing all items to be sold or that will be present at vendor's table.****

E-mail: _____

Please sign the form below, **make a \$50.00 check for vendor space, \$75 check for vendor space with electricity, or a \$150.00 check for vendor with food (FREE for Not-For-Profit businesses)**, payable to the City of West Chicago and return by July 30, 2010 to:
City of West Chicago, Mexican Independence Day Celebration, 475 Main Street, West Chicago, IL 60185

***If vendor with food, please contact Sarah Burton-Zick at the DuPage Health Department at (630) 682-7979 x7182, to receive a permit. Contact her at least 10 days prior to event.**

As part of its participation in the *West Chicago Mexican Independence Day Celebration*, the below vendor hereby agrees to indemnify and hold harmless the City of West Chicago, 475 Main Street, West Chicago, Illinois, its officials, agents and employees, against any and all claims, suits, costs, damages and expenses, at *West Chicago Mexican Independence Day Celebration* they may sustain by reason of any acts of omissions by me and/or employees, associates, affiliates and/or partners of the below vendor. The below vendor agrees to pay any judgment or settlement resulting from such suit, demean or claim, and to pay all reasonable attorney's fees incurred by the City of West Chicago, its officials, agents and employees, in defending against such suit, demean or claim. In the event of any dispute between the below vendor, the City of West Chicago concerning the terms of this Indemnity Agreement, it is hereby understood and agreed the proper venue for litigating any such dispute is DuPage County.

Signature _____

Date _____

Note: Please do not forget to turn in a Certificate of Liability Insurance (sample attached).

***If you're vendor needing electricity, please let us know your needs. Food vendors MUST have a fire extinguisher at their booth, a UL approved appliance and propane cylinder(s) secured.**

