

WHEN: SUNDAY, SEPTEMBER 18, 2011

TIME: NOON TO 9 P.M.

WHERE: DOWNTOWN
(MAIN STREET, WEST CHICAGO)

WHAT: 10'X10' SPACE

COST: *FREE* to Not-for-Profit businesses.

DUE BY: August 18, 2011



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 Noon and 9:00 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 by e-mail of space assignment and set-up time within two weeks prior to the event.
8. Displays should not be removed before 9:00 p.m. Violation of this rule will prohibit vendor from next year's event.
9. Vendor parking is available at the Park District's lot located at 157 W. Washington Street.
10. Vendor spaces are limited and assigned on a first come basis.
11. Food vendors require additional \$100 electrical fee in addition to temporary food service permit, available at DuPage County Health Department (630) 682-7400.
12. Photographs taken at event may be used for future promotion.

QUESTIONS OR MORE INFO?

Valeria Lopez – E-Mail: vlopez@westchicago.org
Phone (630) 293-2200 x170 ◦ Fax (630) 293-3028
Website: www.westchicago.org





Music - Dance - Culture - Crafts

2011 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 _____

E-mail: (required) _____

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

Registration for a booth space is FREE to Not-for-Profit businesses. To reserve a space, this form must be signed and returned to: City of West Chicago, Mexican Independence Day Celebration, 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 attorney 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 Mexican Independence Day Celebration, 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 _____, 2011.

Name of Business _____

Signature of Authorized Person* _____ Title _____



*Signature of authorized person indicates that the General Information for this Registration form has also been read and agreed to.