

The Old Town School of Folk Music

ChicagoFolk&RootsFestival

4544 North Lincoln Avenue Chicago, Illinois 60625 TEL: 773.728.6000 FAX: 773.506.2414 www.oldtownschool.org

Thank you for your interest in becoming a vendor for the 2008 Chicago Folk and Roots Festival. Now in its 11th year, the Chicago Folk & Roots Festival has become one of the most anticipated summertime events in the City! In this packet you will find all of the information you need to apply.

The Festival takes place on July 12 & 13, 2008, from noon until 10:00pm, at Welles Park, 4400 N. Lincoln Avenue, (at Montrose Ave).

Our Main Stage has earned a city-wide reputation for presenting incredible national and international musical talent. The Festival provides children, adults & seniors an opportunity to get out and be an active participant in all varieties of song & dance. Led by the OTS instructors, anybody can join a drum circle, guitar jam, singalong or learn a new dance. Children are entertained with songs, stories, musical theater, and art projects.

An integral part of our festival is offering our patrons a nice variety of food, beverages, arts & crafts and novelties to purchase from people like you. Over the years we have surveyed our audience and have found them to be a diverse mix of families and individuals with a creative spirit. They come from our own backyard in Lincoln Square as well as the surrounding neighborhoods and outlying suburbs. They are an educated group, the majority of which enjoys a household income over \$50K. This year, we expect an audience of 30K people who like to spend time and money in a friendly environment. We know that these are the types of people with whom you would like to do business!

We'd enjoy having you participate in our festival, but spaces are limited. An immediate response is appreciated. **Your deadline for application is April 30th, 2008. All payments are due at that time. Please be sure to keep a copy of the application/regulations for your files. (See back of application.)**

You are not guaranteed a spot until you hear confirmation from our offices.

As always, we offer our returning vendors a 15% discount. If you participated last year, take your 15% off of the vendor fee only (not rentals). Returning vendors receive first right of refusal on exclusive items.

If you have any questions, please contact me. Thank you for your interest in the 2008 Chicago Folk & Roots Festival.

Sincerely,

Tim Harkins
Festival Vendor Coordinator
773-751-3342
tharkins@oldtownschool.org

CHICAGO FOLK & ROOTS FESTIVAL
Presented by the Old Town School of Folk Music
July 12 & 13, 2008
VENDOR APPLICATION
(This form is due with full payment no later than April 30, 2008)

BUSINESS NAME: _____
 ILLINOIS BUSINESS TAX #: _____
 CONTACT PERSON: _____ PHONE: _____ FAX: _____
 BUSINESS ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____
 DETAILED DESCRIPTION OF ITEMS/SERVICES TO BE SERVED/SOLD: _____

(All items must be listed in order to be sold, served or displayed.)

| CATEGORY | BOOTH FEE | | # OF SPACES (limit 2) | | TOTAL |
|------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------|-----------------------|---|---------|
| | | | | | |
| | | <i>**Fees include City Permit Costs/Electrical Fees & Water Fees</i> | | | |
| FOOD (NOTE: no sale of beverages without approval of Festival Organizer) | \$600 | X | ____(15X15) | = | \$_____ |
| BEVERAGES | \$600 | X | ____(15X15) | = | \$_____ |
| COMMERCIAL RETAILER | \$400 | X | ____(10X10) | = | \$_____ |
| NOT-FOR-PROFIT INFO (NOTE: info space only) | \$175 | X | ____(10X10) | = | \$_____ |
| FOR-PROFIT INFO (NOTE: info space only) | \$225 | X | ____(10X10) | = | \$_____ |
| NFP - RETAIL (NOTE: if you plan to sell items/services) | \$200 | X | ____(10X10) | = | \$_____ |
| ARTIST /SERVICE (NOTE: ALL items must be handmade by applicant) | \$300 | X | ____(10X10) | = | \$_____ |

| RENTALS: | Cost | | Quantity | | Amount Due |
|-------------------------------|--------------------------------------|---|----------|---|----------------------------|
| Table (8ft) | \$35/table | X | _____ | = | \$_____ |
| Chair | \$20/chair | X | _____ | = | \$_____ |
| Canopy | | | | | |
| Retail 10'x10' | \$175 | X | _____ | = | \$_____ |
| Food 15'x15' | \$225 | X | _____ | = | \$_____ |
| Make check payable to: | Old Town School of Folk Music | | | | Space Fee \$ _____ |
| | 4544 N. Lincoln Ave, | | | | Rental Fee \$ _____ |
| | Chicago, IL 60625, | | | | |
| | Attn: Tim Harkins | | | | TOTAL FEE \$ _____ |

Will you need ice? _____yes _____no **Approximate Ice usage for two days:** _____lbs.
 (NOTE: ice will be provided on-site at \$5.00/22lb bag - cash only, due upon delivery)

Will you need electricity (included in booth fee): _____yes _____no

(1-110 volt/20amp hook-up - you MUST have minimum 100' extension cord - all Food Vendors must have lights in their booth)

A copy of your SUMMER FOOD FESTIVAL CERTIFICATE must be attached if you are a Food Vendor.

THE UNDERSIGNED HAS READ THE REGULATIONS WHICH ARE HEREBY PART OF THIS CONTRACT AND BY SIGNATURE BELOW AGREES TO ADHERE/ ABIDE BY THEM. KEEP A COPY OF THIS CONTRACT FOR YOUR FILES.

This agreement shall be construed pursuant to the laws of the State of Illinois. I realize if I, my company, or any of my workers or contractors violate any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/services, and that I am not guaranteed a refund of all the vending fees.

 Signature Date

***Festival Organizer will notify you of acceptance. Submission of application does not guarantee placement.

CHICAGO FOLK AND ROOTS FESTIVAL REGULATIONS

JULY 12 & 13, 2008

- Location of the festival is at Welles Park, at the cross section of Lincoln and Montrose Avenues (4400 north)
- Deadline for Applications is April 30, 2008. If the application is denied, your check will be returned to the person or business listed on the vending form.
- Cancellations after May 30th will be subject to a 50% cancellation fee. No refunds will be given after June 13th. No exceptions.
- Only items listed can be sold or displayed. Violations will result in cancellation of vendor contract and forfeiture of vending space and all fees.
- All vendors must be open and operating during both days of the festival.
- Set up & load-in instructions will be distributed by the Festival Producer approximately 2 weeks before event.
- Vendors can use only the space assigned to them. No sharing of space is allowed without permission of the Festival Producer.
- Each vendor is responsible for own equipment, set up and takedown, and clean-up of his/her area.
- All Vendors bringing their own then must also bring tent weights to keep tent anchored in wind.
- All food vendors must have tent lights. Electrical sources will be supplied. Bright lights and minimum 100 ft extension cord.
- Solicitation of funds, signatures, etc. must be confined to your vending space.
- Please reserve your table/chair needs in advance. We will not have additional rentals available on site.
- Per City requirements, we will have portable sinks available for food vendors.
- In the interest of good business efforts, we will do our best not to duplicate items/services sold.
- All vendors must supply the necessary trash cans for garbage inside the booth space. Garbage must be placed in dumpsters provided at the event site by the vendor as accumulated as well as at the end of each day. If the space is not left clean each night, the vendor will be fined a minimum of \$100. Vendors must adhere to all recycling guidelines.
- Producer reserves the right to relocate a vendor if necessary.
- Producer reserves the right to cancel a vending contract at any time for any reason. Vending fees for cancellations made by the Old Town School of Folk Music will be refunded only if the vendor has acted in accordance with all regulations.
- In the event that a vendor for any reason does not comply with the regulations of this festival, the Old Town School of Folk Music reserves the right to close down that vendor. Said vendor will forfeit all fees paid.
- Neither the Old Town School of Folk Music nor its members, nor the Mayor's Office of Special Events nor its employees, will be held 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 his/her contract expressly releases all of the aforesaid and agrees to indemnify each of them against any and all claims from such loss, damage or injury.
- Fees will not be refunded due to the inclement weather or Acts of God.
- Vendors are not allowed to play their own music, whether live or recorded.

ADDITIONAL REQUIREMENTS/INFORMATION FOR THE MERCHANTS/RETAILERS/ARTISTS:

- You must submit clear photographs of your wares with the application. You must adhere to this rule even if you have participated in the festival in the past. If you would like your photos returned, please include a stamped, self-addressed envelope.

ADDITIONAL REQUIREMENTS/INFORMATION FOR FOOD/BEVERAGE VENDORS:

- All food/beverage vendors must enclose a copy of the 2008 Summer Food Sanitation certificate from the Illinois Restaurant Association. A copy of the form and registration schedule is enclosed. Certificate copies must be received no later than May 30th, 2008.
- All food/beverage vendors must submit a current copy of their Health Inspection from the commissary or licensed food establishment.
- **All food/beverage vendors are required to submit a certificate of insurance in the amount of \$1M general liability naming the Old Town School of Folk Music, The Chicago Park District and the Mayor's Office of Special Events as additional insured. The Certificate Holder is the Old Town School of Folk Music, 4544 N. Lincoln Ave, Chicago IL 60625**
- All food/beverage vendors must list (at the festival) all foods/beverages being sold with prices clearly visible.
- All food handlers must wear plastic gloves and a proper hair covering per Health Dept. guidelines.
- Vendors using grills or open flames must have the proper fire extinguisher at their space and proper waster cans. These vendors must provide ample fans to deflect smoke from patrons and other vendors.
- The serving or selling of items in glass containers is not allowed.
- Regulations require that all food vendors have a canopy over his/her booth space.
- Various sponsors support this event. The Mayor's Office of Special Events, The Old Town School of Folk Music, and the Chicago Park District, reserve the right to dictate which products will be sold. Vendors will be notified as sponsors commit to this event. No non-sponsored products will be allowed to be sold, served or displayed. Violations will result in cancellation of vendor contract and forfeiture of fees.