Retro on Roscoe

August 10-12, 2018

Roscoe @ Damen- Chicago, IL

Friday 5-10pm | Saturday 12-10pm | Sunday 12-10pm

Vendor Application 2018

Application Deadline: June 15, 2018

***PLEASE NOTE: Friday is only two blocks and not guaranteed for vendors.**

VENDOR DESCRIPTIONS

Please specify vendor type on application form.

Artisan: An artisan vendor is a skilled manual worker who handcrafts their items. Products are sold by the artist themselves.

Merchant: A merchant is an entity who trades in commodities that they did not produce themselves.

Non Profit: Charitable organizations that are building awareness for their cause. Proof of 501c3 required with application.

Food Vendor: Restaurants, grocery stores and institutional food providers selling food and non-alcoholic beverages.

Specialty Food Vendor: A food vendor who sells one type of item only (Ex. ice cream, dessert items, etc.)

Sponsors: A sponsor is a recognized organization designed to provide goods and services to customers on a national, regional or local level. These vendors want brand exposure and so not sell anything. To be a sponsor please call 773.665.4682 or email **info@starevents.com** for more information. DO NOT fill out an application.

APPLICATION SUBMISSION

Failure to submit all necessary documents, applications and fees by the deadline will make your application ineligible for consideration unless, the $50 late fee is fully paid. We do not accept applications via fax or email. Please note: A $200 deposit check payable to StarEvents is required if renting StarEvents equipment (tents, chairs, etc.)

All PDF applications must be printed and sent to directly to the StarEvents office with full payment. Any applications sent via email without payment will be deleted and not considered for the event.

Paying with check or money order
Completed application, deposits and supporting documentation should be mailed to:
StarEvents, Inc
1609 W. Belmont
Chicago, IL 60657

If you would like to drop off your application in person, please call 773.665.4682 to schedule an appointment.

Let us know if you have any questions while filling out your application!

Sincerely,

The StarEvents Team

info@starevents.com | 773.665.4682 | www.StarEvents.com

A P P L I C A T I O N

AUGUST 10-12, 2018 (FRIDAY NOT GUARANTEED)
FRI 5P-10P | SAT 12P-10P | SUN 12P-10P
ROSCOE @ DAMEN

BOOTH FEES (Please mark your vendor type)

- ❍ Artisan 10x10 $395
- ❍ Merchant 10x10 $595
- ❍ Non Profit 10x10 $395

APPLICANT INFORMATION

Business Name _____

Contact Name _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone/Cell _____ Tax ID/SSN _____

Product Description _____

_____

_____

Business located on venue?

If yes, business address: _____

PAYMENT METHOD

Applications mailed without complete payment in check or money order form will not be considered. If paying by credit card , please visit our website www.starevents.com to apply online.

IMPORTANT: Please make payable to: Roscoe Village Neighbors

❍ Check # _____

❍ Money Order # _____

The above mentioned participant hereby submits this application for participation.By signing the application, the participant accepts and agrees to all of the Terms & Conditions in each page of the agreement.

Signature _____

Print Name & Date _____

Please return this page of the agreement to Star Events and keep a copy of this plus the Terms & Conditions for your records.

retr

OFFICE USE ONLY

Received: _____

Accepted: _____

Check Deposited: _____

Rejected: _____

EVENT FEES

Booth Space/s ____ $ _____

Late Fee $50 see app deadline $_____

Corner $100 if available, no guarantee $_____

RENTAL EQUIPMENT FEES

Tent	$200	X ___	= $ _____
Side Wall	$35	X ___	= $ _____
6ft' Table	$25	X ___	= $ _____
Chair	$10	X ___	= $ _____
Sign Pole	$35	X ___	= $ _____
Electric	$150	X ___	= $ _____

TOTAL DUE $ _____

Please hand mail application with payment to:

1609 W Belmont Ave.
Chicago, IL 60657

CHECKLIST

- ❍ Sign the bottom of the application confirming you have read the Terms & Conditions and that all information provided is true
- ❍ Enclose full payment payable to correct event
- ❍ If renting equipment, include a $200 separate rental deposit payable to Star Events, Inc.
- ❍ Enclose 2 images of set up/ product selling.

A STAR EVENTS Production

TERMS & CONDITIONS

APPLICATION DETAILS

Acceptance / Rejection: StarEvents, Inc (SE) will notify each participant if they are accepted or rejected by email to the email address listed on the application no later than (5) days after the application deadline. If accepted, payment will be processed within the next (5) business days. In the event that the participant's application is rejected, they will not be charged and checks destroyed. SE does not guarantee exclusivity to any participant, nor has the participant relied upon any representation or guarantee of SE regarding the revenues to be generated by the participant.

Refunds: Refunds for booth fees will be issued a full refund of the amount received, minus a $50 processing fee, if the request is made in writing such as an e-mail or certified mail on or before (21) days prior to the festival. However, throughout the season, full refunds will be made to participants on an ongoing basis if the participant requested a corner space, a double booth space, or electricity but the request could not be met. Refunds will not be issued for participants who are dismissed, if the booth is forfeited, or if the participant is in violation of any of the Terms and Conditions. No revenues are guaranteed or implied by SE in connection with participation in the event.

Photos: All Artisan and Merchant vendors are required to provide (2) photos of their work. These photos will be juried and will be used to determine acceptance into the festival. It is of best interest to the participant to use clear, clean, and professional photographs that best represent your complete work. Submitted photos will not be returned. Non Profits and Food Vendors do not need to send in pictures.

Deposit checks: If renting equipment from SE you are required to enclose a $200 rental deposit check made payable to 'StarEvents.' This check will only be deposited if the rental equipment is damaged by anything of your doing. These checks will be shredded after the event unless otherwise stated by said vendor. If participant would like the check sent back, participant must submit email request before the event.

Changes to Application: If participant wishes to change their application, they must submit a new application with the changes clearly indicated no later than two weeks before the event. Any changes made via phone will not be permitted.

Application Deadline: Applications must be received by application deadline. Applications received after the deadline can also be considered for acceptance but will need to include a $50 late fee. Once "Sold Out" is stated on the website under event, the event will not accept any other applications. Please call the SE office if you have any questions regarding festival openings.

EVENT DETAILS

Participation: The participant desires to participate in the event by providing merchandise, services and information to our general public. If the participant's application is accepted by SE, the participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of SE. The participant agrees not to sell or distribute merchandise that: SE deems inappropriate or derogatory; or uses the event logo, the event name, or any other likeness associated with our event without prior written consent of SE.

Set-up: Participants need to check in with a SE representative upon arrival as booth spaces might have changed. DO NOT set up in a space until checking in with SE. Participants will be

able to pull their car up to the booth space to unload their merchandise ONLY. This is to help car traffic on the venue during set up. The participant will forfeit the assigned booth space if unoccupied by the start of the event. Load in letters will be sent via email no later than (1) week before the event.

Parking & Vehicle Storage: All vehicles must be removed from the venue no less than (1) hour before the start of the event. Street parking may be available as well as pay parking operations. SE is not responsible for providing any parking. Any vehicles left on the venue or within event barricades will be towed. Absolutely no vehicles will be allowed on the venue no less than (1) hour before the fest starts. You are only permitted to bring your car on the venue to pack up if approved by a SE representative.

Tear Down: Participants will be able to tear down (1) hour after the end of the event or when approved by a SE representative. All items left on-site after the close of the event (i.e. food vendor grease buckets, cement blocks, broken personal equipment, etc.) will be disposed of and your deposit check will be kept or you will be charged a $200 to the payment method on file.

Hours of Operation: We ask all participants to remain open for the duration of the event hours. Participants may begin to close their operation (1) hour before the advertised close of the event. Exceptions for hours of operations may be made. Please notify us (30) days in advance if you foresee a need to close your operation early. In the event an early closure is granted, participant must remove operations by hand or cart. Vehicles are not allowed on the venue during event hours under any circumstances.

Booth Security: The participant will be solely responsible for items left in their booth overnight. We are not responsible for any items lost, stolen or damaged. Off duty police will patrol the grounds overnight but will not be able to watch every space at all times.

BOOTH REQUIREMENTS

If the participant's application is accepted, SE will assign space on the venue for the participant. All merchandise, equipment and materials must fit inside the assigned space. Display and storage outside of the allocated booth space is not allowed. Additional space can be made if purchased and if available on the venue. The location of participants space will be determined by SE. If store is on the venue, we will try to put you in front of your store if within the vendor space area.

Equipment: You must have a WHITE tent to participate in a SE production. If you do not have a WHITE tent, you must rent one from us in order to participate in the event. Tents can not exceed 10 feet in height. All tents must be properly weighted prior to the start of the event. Weights are provided with rental tents only. SE is not responsible to weigh down your personal tent.

Signage: All signage must be clean and properly placed. SE has the right to ask you to remove signage if not presented in the appropriate manner. Signage may not be flown or raised above the tent canopy and sign pole. Please feel free to call our office for specific instructions.

Sound Restrictions: Participant agrees to not have amplified sound of any type within booth. Participants with amplified sound may to asked to vacate space and will not receive a refund. Amplified sound has been determine to create conflict with adjacent participants. Please respect your neighbors.

TERMS & CONDITIONS

Electricity: Electricity is only available by renting from the event. Participants will be restricted from using personal generators due to the noise, exhaust, and safety factors. If needing electric, make sure to tell us 30 days prior to the event so we can place you on the map accordingly. Participants found to be using our electrical sources without prior payment will be charged the $150 electric fee onsite.

Maintenance: Participants are solely responsible for the appearance of their space. The participant shall maintain its space in a neat, clean and sanitary condition. Participants will clean their space to original condition during tear down or they will be charged a $50 clean up fee.

GENERAL POLICIES:

Dismissal from the event: In the event the participant is dismissed from the event, they will be asked to vacate the booth space immediately, take all belongings, and will not be allowed to participate for the remainder of the event. The participant may be dismissed or removed from the event if found to be in violation of any of the Terms and Conditions

Legal Liability & Insurance: The participant shall comply with all local, federal, state and municipal laws and ordinances in operation of its booth during the event and shall insure its merchandise against loss by theft or damage. The participant hereby releases SE and it's Client, officers, directors, members, and employees from any and all claims for, and agrees that SE and the Client, officers, directors, members, and employees shall have no responsibility for personal injury sustained by the participant, its agents or employees, or damage to, or loss or destruction of, the participant's properties. The participant further agrees to indemnify and hold SE and the Client, its officers, directors, members, and employees harmless from and against any and all claims for personal injury, damage to property or theft occurring in or about the event area, whether to the participant, its agents or employees or any third party, caused in part of in whole by the participation of the participant in the event.

Conduct: All vendor booths and load-in vehicles inside the venue are subject to search by event security at any time. Any vendor staff found to be storing, transporting, selling or facilitating the sales of illicit substances or involved in any illegal activity will be immediately ejected from the event and turned over to the Chicago Police Department. In addition, the entire vendor operation and staff accosted with the violator will be immediately ejected from the event and will lose all right to fees and deposits. There is absolutely zero tolerance for illegal activity at SE festivals.