



MARKET VENDOR APPLICATION

Saturday, August 16 (Noon-10:00 pm)
Sunday, August 17 (Noon-8:00 pm)

Applications Due by **July 14, 2008**
Additional **25% fee** for late applications

Name _____
Please type or print legibly

Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____ FEIN/IBT # _____

Are you a Ravenswood Chamber Member? Discounts Apply* Yes No

* RCC Members receive a \$50 discount as NP, Handmade or General Vendor/\$100 discount as Promotional

Vendor Type NP or Handmade (\$200) General Merchant (\$350) Promotional (\$500)

See Reverse Side for Vendor Definitions/Non-profits must attach a copy of your 501(c)3

List and Describe Product or Service (**Please include photo**)

Method of Payment: Cash Check MasterCard Visa

Card Number _____ Exp. Date _____ Security Code _____

Will you have amplified music in your booth? Please explain.
(There are strict limitations. The Raven Committee must approve music in advance.)

Please make all checks payable to: **Chase Park Advisory Council** with **The Raven** in the memo line.
Payments and forms should be mailed to: Big Buzz Idea Group at 3821 W. Wallen Ave., Lincolnwood, IL 60712. Please contact Devin Ball at Big Buzz Idea Group with any questions at 847.677.8273 or Devin@BigBuzzIdeaGroup.com.

For the safety, security and benefit of our vendors, the following rules must apply to all participants. Any non-compliance may result in immediate removal from the Festival. Further actions will be taken if necessary. (Please see attached rules and guidelines for additional information.)

Signature of Vendor _____ Date _____

Hosted by



THE RAVENSWOOD CHAMBER OF COMMERCE
Alderman Gene Schulter, 47th Ward



Produced by



MARKET VENDOR RULES AND GUIDELINES

- Market Vendor Applications must be submitted with payment and supporting documentation by **July 14, 2008**. The Ravenswood Chamber of Commerce (Chamber), Chase Park Advisory Council (CPAC), Community Building Tutors (CBT), Ravenswood Community Council (RCC) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. Vendors filing late applications will be assessed a 25% late fee which is due with the application.
- This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. **Exclusivity** is **not** guaranteed to any participant.
- Booth spaces are randomly assigned. Vendor spaces are non-negotiable.
- Vendor categories are as follows:
 - NP or Handmade – Non-Profit organizations must provide verification of NP status. Handmade vendors must sell only items made by the applicant (no resale). (\$200 Fee/Chamber Members receive \$50 discount)
 - General Merchant – Vendor purchases and resells merchandise. (\$350 Fee/Chamber Members receive \$50 discount)
 - Promotional – A for-profit organization exhibiting at the event to market or promote their company. (\$500 Fee/Chamber Members receive \$100 discount)

*Chamber discount applies to Ravenswood Chamber Members in good standing as of 03/31/08.

- Submission of a Vendor Application does not guarantee participation in the event. All applications are reviewed by The Raven Committee and notified in writing of their acceptance. Any Vendor not approved for the Festival will receive a full refund of all application and equipment fees.
- Vendors are responsible for their own signage, tents, tables and equipment; vendors may participate in a bulk order for tents, tables and equipment. **Vendors MUST pick up all equipment** on the northwest corner of Leland and Clark by 10 am on Saturday, August 16 and return by 9 pm on Sunday, August 17. Participants may **ONLY** market from their assigned space. No drilling into the street shall be permitted.
- The Raven is meant to reflect the Ravenswood community at its best. Each vendor is required to empty garbage and recyclables appropriately in the Community Council-provided dumpsters. Vendor space must be kept clean and free of debris. A Raven staff member will periodically monitor and then review the space for cleanliness each night with the vendor. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. Blue bags will be provided at the start of the event. Violators will be fined a minimum of \$100 for non-compliance.
- The Raven participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the Festival. Any vendor found in violation of these rules can be fined and immediately removed from the Festival and prosecuted at the Committee's discretion.
- It is advised that all Vendors have a plan for safe handling of money (i.e. the periodic removal of cash from the area and a secure method for maintaining cash on site). Some City events have reported thefts from vendors. Please plan accordingly.
- The Chamber, RCC, CPAC, CBT, BBIG, employees, related Festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the Vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The Vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- The Chamber, RCC, CPAC, CBT and BBIG are not liable for injury or litigation arising from the products/services you or your company offer to the public. Products offered must comply with applicable state and federal laws.
- Vehicles are only allowed on the street for setup prior to the start of the event and for teardown after the Festival has closed. You will be notified when it is safe to bring your vehicle onto the street. All vendors will receive a confirmation letter regarding load-in/load-out times and parking arrangements, if any, for vendors. Each vendor must adhere to the established guidelines. **At no time may vendors drive on Park District property or block residential alleys or drives.**