

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 2009 Chicago Folk and Roots Festival. Now in its 12th 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 11 & 12, 2009, 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, 2009. All payments are due at that time. Please be sure to keep a copy of the application/regulations for your files.**

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).

If you have any questions, please contact me. Thank you for your interest in the 2009 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 11 & 12, 2009
VENDOR APPLICATION
(This form is due with full payment no later than April 30, 2009)

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)	\$650	X	____(15X15)	=	\$_____
BEVERAGES	\$650	X	____(15X15)	=	\$_____
COMMERCIAL RETAILER	\$425	X	____(10X10)	=	\$_____
NOT-FOR-PROFIT INFO (NOTE: info space only)	\$195	X	____(10X10)	=	\$_____
FOR-PROFIT INFO (NOTE: info space only)	\$250	X	____(10X10)	=	\$_____
NFP - RETAIL (NOTE: if you plan to sell items/services)	\$225	X	____(10X10)	=	\$_____
ARTIST /SERVICE (NOTE: ALL items must be handmade by applicant)	\$325	X	____(10X10)	=	\$_____

RENTALS:	Cost		Quantity		Amount Due
Table (8ft)	\$35/table	X	_____	=	\$_____
Chair	\$20/chair	X	_____	=	\$_____
Canopy					
Retail 10'x10'	\$200	X	_____	=	\$_____
Food 15'x15'	\$250	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 11 & 12, 2009

- 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, 2009. If the application is denied, your check will be returned to the person or business listed on the vending form.
- Cancellations after May 29th will be subject to a 50% cancellation fee. No refunds will be given after June 10th. 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 tent 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. This includes disposing of any trash on the night of load-out. 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 2009 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, 2009.
- 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 waste 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.
- **The City of Chicago requires everyone to use recyclable materials; so NO STYROFOAM will be allowed. In addition, while we understand that single-use cups, plates, and utensils are a necessity at a festival, we urge you to consider the environment when selecting which of those products to use.**
- 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.
- All food/beverage vendors **must have a City of Chicago Dept of Business Affairs Account Number and an Illinois Business Tax #.**

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VENDOR APPLICATION CHECKLIST
(This form is due with full payment no later than April 30, 2009)

NON-FOOD VENDORS must include the following:

- Completed festival application with as much detail about your wares as possible. Attach additional pages or provide links to internet if necessary. Please include an Illinois Business Tax #.
- Check or Money order for full payment of all space and rental fees.
- Clear Photographs of your wares, even if you have participated in past Folk & Roots Festivals. If you would like your photographs returned, you may also include a stamped, self-addressed envelope.

FOOD VENDORS must include the following:

- Fully completed Festival Application with Illinois Business Tax # and full menu including prices.
- City of Chicago Special Event Permit Application **including Department of Business Affairs Account Number.**
- Check or Money order for full payment of all space and rental fees.
- Certificate of Insurance in the amount of \$1M general liability naming the Old Town School of Folk Music, The Chicago Park District, & 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.
- A current copy Health Inspection Report from the commissary or licensed food establishment as well as a signed affidavit from registered owner of the kitchen. For example, "I, John Doe, Some Licensed Kitchen, Inc certify and attest that John Doe of Food Vendor X will be using our kitchen at 4544 N. Lincoln Ave for all food preparation and storage in regards to the Chicago Folk and Roots Festival on July 11th and 12th, 2009."
- Summer Festival Food Sanitation Certificates due no later than May 30th. Enrollment information for the course at Harold Washington is enclosed in your packet. Additional courses are available through the Illinois Restaurant Association and the Hospitality Academy at McCormick Place.

If you have any questions regarding the applications, feel free to contact Tim Harkins at (773)751-3342 or via email at tharkins@oldtownschool.org