



2018 Market Area Vendor Application

25% late registration fee for applications received after August 17, 2018

Festival Dates and Operating Hours: Saturday, September 15, Noon–10 PM; Sunday, September 16, 11 AM–8 PM

Festival Location: 100 W. Main St., Cary Festival Website: www.CaryMainStreetFest.com

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Company _____ Cary-Grove Area Chamber of Commerce Member: Yes No

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ FEIN/IDOR# (Required) _____

Vendor Contact _____ Email Address (Required) _____

Payment Contact Same as Above _____ Phone _____ Email Address (Required) _____

Day-of-Event Contact (OnSite / Pre-Event Info) Same as Above _____ Mobile Phone _____ Email Address (Required) _____

Method of Payment: Cash Check (Payable to Cary-Grove Area Chamber of Commerce) Credit Card

Credit Card Number _____ Expiration Date _____ Security Code _____

Credit Card Holder Name _____ Billing Address _____ Signature of Card Holder _____

BOOTH INFORMATION

 (Please type or print legibly)

Booth space is NOT reserved until full payment and a signed form are received. Booths are assigned on first-come, first-served basis.

List and describe products/services (include photos)

- If you need to rent tent, tables, chairs, electricity etc., please complete Equipment Rental Form and submit with application. We **do not** provide running water or lights.
- Booth will have music (*amplified music is not allowed*)

Explain: _____

(*Strict limitations apply.* Fest Committee must approve music in advance.)

For more information, please contact Melissa at Big Buzz Idea Group at (773) 804-8589 or Melissa@BigBuzzIdeaGroup.com.

VENDOR CATEGORY & BOOTH FEES

 Definitions on reverse

Category	Fee	CGACC Member*
<input type="checkbox"/> Nonprofit, Handmade, 10' x 10' Nonprofits must attach a copy of organization's 501(c)3	\$200	\$150
<input type="checkbox"/> General Merchant, 10' x 10'	\$300	\$250
<input type="checkbox"/> Promotional, 10' x 10'	\$400	\$300

*Membership must be current as of August 15, 2018

Total Registration Fee due with application \$ _____

Application will not be processed and space will not be secured until payment is received. Please make all checks payable to **Cary-Grove Area Chamber of Commerce** and submit to:

Cary-Grove Area Chamber of Commerce
Attn: Cary Main Street Fest
445 Park Ave.
Cary, IL 60013

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary.

- I have read, understand and will comply with the rules and guidelines set forth.** *Application will NOT be processed if not checked or without signature below AND initialed where designated on the reverse side.*

VENDOR SIGNATURE

DATE

HOSTED BY



PRODUCED BY



2018 Cary Main Street Fest Market Area Vendor Application **Late fee applies after August 17, 2018**

MARKET AREA VENDOR RULES AND GUIDELINES

Market Area Vendor Applications **MUST be completely filled out** and submitted with non-refundable payment and supporting documentation by **August 17, 2018**. The Cary-Grove Area Chamber of Commerce (CGACC) 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. **Vendors with outstanding debt to the CGACC (or Village of Cary) will not be allowed to participate until outstanding financial obligations are rectified.**

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.

VENDOR CATEGORIES AND FEES

Category	Fee	CGACC Member*
NONPROFIT or HANDMADE Nonprofit organizations must provide verification of nonprofit status and a copy of the organization's 501(c)3. Handmade vendors must sell items made only by the applicant (no resale).	\$200	\$150
GENERAL MERCHANT Vendor purchases and resells merchandise.	\$300	\$250
PROMOTIONAL A for-profit organization exhibiting at the event to market or promote their company, product or service.	\$400	\$300

**CGACC discounted fee applies to Chamber members in good standing. To qualify for CGACC membership, vendor/business must be located in the chamber's geographical service area. The membership application must be filed by August 15, 2018.*

Submission of a Vendor Application **does not guarantee** participation in the event. All applications are reviewed by the Fest Committee and notified of their acceptance. Any vendor not approved for the festival will be notified and will receive a full refund of all application and equipment fees.

BOOTH REQUIREMENTS

- Exclusivity is **NOT** guaranteed to ANY participant.
- Booth space is **NOT** assigned and reserved until payment and signed application are received. Late fees apply to applications received after August 17, 2018
- Booth spaces are randomly assigned. Vendor locations are non-negotiable.
- Vendor **may not move** their booth space any time during the festival.
- Vendors are responsible for their own signage, tents, tables and equipment; vendors may participate in a bulk rental order for tents, tables and equipment. We **do not** provide running water or lights.
- Canopies must be properly weighted down (40 lbs. or more attached per leg), and vendors should lower and properly secure their canopies overnight.
- Participants may **ONLY** market from their assigned space. No drilling into the street shall be permitted.
- **NO water, soda or food sales are permitted.** Any Market Area Vendor doing so will be closed down without warning.

- Cary Main Street Fest is meant to reflect the Village of Cary community at its best. Each vendor is required to empty garbage and recyclables appropriately in the Chamber-provided dumpsters. Vendor space must be kept clean and free of debris. A Fest staff member will periodically monitor and 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. **Violators will be fined a minimum of \$100 for non-compliance.**
- 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 email regarding load-in and load-out times and parking arrangements, if any, for vendors. Each vendor must adhere to the established guidelines. **All vehicles must be removed from the route 60 minutes prior to the start of the event. At no time may vendors block alleys, driveways or train crossing.**
- 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 festival events have reported thefts from vendors. Please plan accordingly.
- In an effort to protect your space and effectively maintain the cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close the booth" utilizing tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**

GENERAL

- All Fest 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 Chamber's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/CGACC reserves the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- CGACC, 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.
- CGACC 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.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Cary Main Street Fest, the Cary-Grove Area Chamber of Commerce and/or Big Buzz Idea Group.

INITIAL I have read and will comply with the rules and guidelines. _____