



Gail Rutkowski c/o Greater South Loop Association  
1235 S. Wabash Ave., 3rd Floor, Chicago, IL 60605

P. 312-987-9904  
F. 312-226-2100

## Bash on Wabash

September 17 & 18 2011

12pm–10pm

Beneficiary: Greater South Loop Association (GSLA)

### A.) Type of Vendor (check one)

Not-for-profit     Artisan     Merchant     Sponsor

Vendors selling serviced, machine made or mass produced items, must apply as a Merchant.

Artisans must sell exclusively hand-made items such as paintings, jewelry, sculpture, etc.

⇒ **No Vendors may sell alcoholic beverages. Only Food Vendors may sell non-alcoholic beverages**

Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of location on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please call Gail Rutkowski (312) 987-9904 or Sue Hopkinson (312) 502-1243 for further details. You should NOT fill out this application unless directed to do so by Gail Rutkowski or Sue Hopkinson.

### B.) Contact Information (All Information is REQUIRED)

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Federal Tax ID Number or Social Security Number: \_\_\_\_\_

⇒ **No Application will be processed without this number.**



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**C.) Detailed Product Description**

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_

**D.) Event Fees**

Check Appropriate Boxes

Booth Space: (Select one, Booth Fee includes applicable City and State Permits)

	Non-Member	GSLA Member
<input type="checkbox"/> Not-For-Profit.....	\$100	\$50
<input type="checkbox"/> Artisan (handcrafted by seller).....	\$150	\$75
<input type="checkbox"/> Merchant.....	\$250	\$150

Equipment Options:

- Canopy (10 x 10) \$125 Each..... \$ \_\_\_\_\_
- Electricity (2 110v outlets) \$150..... \$ \_\_\_\_\_
- Tables # \_\_\_\_\_ \$15 Each..... \$ \_\_\_\_\_
- Chairs # \_\_\_\_\_ \$3.50 Each..... \$ \_\_\_\_\_

**Total Amount Due \$ \_\_\_\_\_**  
 (Booth Fee + Equipment Rental Fees)

⇒ Payment: Please mail checks and completed application to: Attn: Gail Rutkowski c/o Greater South Loop Association 1235 S. Wabash Ave., 3rd Floor, Chicago IL 60605  
 Applications MUST be submitted with full payment to be considered. There are NO EXCEPTIONS to this rule. All payments will be processed regardless of your status of acceptance into festival.



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⇒ **Electricity: If electricity is required, it MUST be purchased from GSLA — personal generators are not acceptable at any street festival. Desired space is not guaranteed as booths with electricity will be grouped together.**

Please list the items the a will be using electricity. (Be specific)

Item	Amps/Volts
Item	Amps/Volts
Item	Amps/Volts
Item	Amps/Volts

**E.) Application Checklist**

**Materials Required:**

Your application will NOT be processed without the following information:

- Read all Terms & Conditions
- Complete and SIGN festival application
- Enclose Full Payment (space fees, rentals, and electric fees)
- Enclose Photos of slides or wares (including self-addressed stamped envelope to return)

**F.) Terms & Conditions**

The undersigned (the "Participant") hereby submits its application for on-site right at The Bash on Wabash (the "Event") to be held September 17 & 18, 2011 at South Wabash Ave between 13th St & 14th Pl. By submitting this application the Participant acknowledges that its application may be accepted or rejected by the Greater South Loop Association (GSLA) in the exercise of its sole discretion and that, if its application is accepted, its participation will be subject to the terms and condition contained herein.



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• **Participation**

The Event will take place on South Wabash between 13th St & 14th Pl. If the Participant's application is accepted by the GSLA, the Participant agrees to remain open for business between Noon and 10pm on Sept 17 & 18, 2011. The Event will remain open regardless of weather conditions, although operations may be suspended during severe weather. The Participant desires to participate in the Event by providing arts and crafts, food, non-alcoholic beverages, other merchandise for sale, or to showcase services to the general public. If the Participant is accepted by the GSLA, the Participant agrees to sell only those items listed on the application. No other merchandise will be permitted without prior written consent of the GSLA. The Participant agrees not to sell or distribute merchandise that includes the event logo without prior written consent from the GSLA.

• **Contract Cancellation**

The GSLA (The "Event Beneficiary") has the right to control all aspects of the Event. The Participant agrees to conduct its business in a manner that is most likely to enhance the success of the Event and the Event Beneficiary. The Beneficiary reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by the Event Beneficiary will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines stated within will not be eligible for refunds.

• **Set-up & Tear Down**

Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the Event and tear down once the festival closes. The Participant shall remove all vehicles and other items in conjunction with setting up for the Event at least one (1) hour prior to the Event's start time. The Participant will be notified when it is safe to bring their vehicle up on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the conformation letter sent to you prior to the Event. You must remove your vehicle immediately after unloading your merchandise.

• **Operations**

The Participant will be solely responsible for the appearance of its space. The Participant shall be ready to operate its business by 11:30 am on both Event days.

The Participant shall maintain its space in a neat, clean and sanitary condition during the Event and shall dispose of all trash produced. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of \$100 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.

Unless otherwise specified, running water and electricity is NOT provided.

The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.



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Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by the Event Beneficiary. You are directly responsible for any city violated ordinances and fines.

Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.

#### • **Application Processing**

Only those applications submitted on or before September 9, 2011 and accompanied by payment in full of the applicable entry fees shall be considered. The GSLA will fill out and submit all appropriate licenses for this application. The GSLA shall notify the Participant whether its application has been accepted or rejected by September 12, 2011. In the event the Participant's application has been rejected, the entry fee will be refunded. The GSLA does not guarantee exclusivity to any Participant, nor has the Participant relied on any representation or guarantee of the GSLA regarding the revenues to be generated by the Participant.

If the Participant's application is accepted, the Participant may be assigned a space within the Event with the approximate square footage of 10 feet by 10 feet. Additional space may be made available by the GSLA upon receipt of the Participant's application, at an additional cost to be determined by the GSLA. The location of the Participant's space within the Event shall be determined by the GSLA in the exercise of its sole discretion. The Participant agrees to accept the space as designed by the GSLA. The Participant agrees to conduct its business only within the space assigned by the GSLA.

#### • **Indemnification**

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during the Event and shall insure its merchandise against loss by theft or damage. The GSLA, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be 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. The participant signing this contract further agrees to indemnify and hold the GSLA, its officers, directors, and members harmless, from and against any and all claims for personal injury, loss by theft or damage, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in the Event.

#### • **Refund Process**

*Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.*

A \$50 non-refundable administration fee will be applied to any cancelled application. Cancellations made between September 1, 2011 and September 12, 2011 will forfeit 50% of total fees paid. Cancellations made after September 12, 2011 (including day of Event) will NOT be entitled to a refund. All denied application will receive a full refund.

Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds. All refund checks will be made out to the account holder listed in the initial payment, unless specified otherwise.



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The above-mentioned participant hereby submits this application for participation in the Bash on Wabash. By signing this application the Participant has read and agrees to all the terms and conditions contained in each page of the agreement. Please keep a copy of this application for your records.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<p><b><u>For Office Use Only</u></b></p> <p>Date Received: _____ Amount \$ _____ Check Number: _____</p> <p><input type="checkbox"/> Accepted</p> <p><input type="checkbox"/> Rejected</p>
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