



Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

**APPLICATION DEADLINE: September 20, 2011**

## 26th Annual **St. Charles Scarecrow Fest**

Friday October 7, 2011 & Saturday, October 8, 2011 (9am-9pm); Sunday, October 9, 2011 (9am-6pm)

# Artist/Merchant/Not-for-Profit APPLICATION

Please note: There is a non-refundable \$15 application fee per application fee for applications submitted with check, cash, or money order payments. Applications submitted with credit card payments will be charged a Regonline Service Fee of \$4.75 plus 5% of your total purchase. If you have any questions regarding this please contact Amy Casaletto at [acasaletto@chicagoevents.com](mailto:acasaletto@chicagoevents.com) or 773-584-6614.

Exhibitor Type:	<u>Artist</u> & St. Charles & Elburn Businesses	<u>Merchant</u>	<u>Not-for-Profit</u>
	<b>Filling Station</b> <input type="checkbox"/> 10'x10' Space ( <b>\$650</b> )	<b>Filling Station</b> <input type="checkbox"/> 10'x10' Space ( <b>\$850</b> )	<b>Filling Station</b> <input type="checkbox"/> 10'x10' Space ( <b>\$250</b> )
	<b>Riverwalk/Commercial Row</b> <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )	<b>Riverwalk/Commercial Row</b> <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )	<b>Riverwalk/Commercial Row</b> <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )
	<b>Municipal Lot</b> (adjacent to Riverwalk) <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )	<b>Municipal Lot</b> (adjacent to Riverwalk) <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )	<b>Municipal Lot</b> (adjacent to Riverwalk) <input type="checkbox"/> 10'x10' Space ( <b>\$400</b> )
	<b>Total Booth Fee: \$</b> _____ (Total booth fees reflect required costs)	<b>Total Booth Fee: \$</b> _____ (Total booth fees reflect required costs)	<b>Total Booth Fee: \$</b> _____ (Total booth fees reflect required costs)

\*Please note: Corporations, chain stores, franchises, product brands, field marketing & promotional companies, marketing agencies, public relations firms and all their respective clients (including free giveaways and sampling) are considered sponsors, and must contact Kevin Turk at 773-584-6684.

**Booth Request:** \_\_\_\_\_  
(We will do our best to honor any special request, however, desired locations are not guaranteed)

## CONTACT INFORMATION

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

On-site Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ FEIN/SSN/IL Business Tax #: \_\_\_\_\_

## Please provide a DETAILED description of items to be sold/displayed:

(You MUST also provide images of work, either digital or hard copies. Digital images should be e-mailed to [acasaletto@chicagoevents.com](mailto:acasaletto@chicagoevents.com); and hard copies should be mailed to Scarecrow Fest c/o Special Events Management, 2221 W. 43<sup>rd</sup> St., Chicago, IL 60609)

## ELECTRICITY OPTIONS:

If electricity is required, it **MUST** be purchased from Special Events Management (SEM). Personal generators are not acceptable

**YES, I WILL NEED ELECTRICITY (\$125)**

**NO, I WILL NOT NEED ELECTRICITY**

Please list ALL appliances, including lighting and sound, which will require a power source at the above event. If the volts and amps for each appliance are not correctly listed you run the risk of not having the necessary amount of electricity on site to power your booth.

**Voltage = the current:** 110/120: house current; 220: Freezers, pizza ovens; 480: Heavy equipment

**Amps:** 15 amps: Normal household appliances; 20 amps: Heat lamps, electric cookers; 40 amps: Deep fryer, refrigeration  
\*Amp rating can be found on the back of the appliance near the cord.

Appliance Type	Quantity	Voltage	Amps
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

## FEE SUMMARY & PAYMENT OPTIONS:

### Additional Rental Equipment Options:

- 10'x10' Tent (\$250) Qty\_\_\_ \$ \_\_\_\_\_
- 10'x20' Tent (\$375) Qty\_\_\_ \$ \_\_\_\_\_
- Tent Sides (\$30/20' side) Qty\_\_\_ \$ \_\_\_\_\_
- Tent Lights (\$75) Qty\_\_\_ \$ \_\_\_\_\_
- 8' Table (\$50) Qty\_\_\_ \$ \_\_\_\_\_
- Chairs (\$20/chair) Qty\_\_\_ \$ \_\_\_\_\_
- 10' Counter (\$20) Qty\_\_\_ \$ \_\_\_\_\_
- Sign Poles (\$25/set) Qty\_\_\_ \$ \_\_\_\_\_
- TOTAL RENTAL FEE: \$ \_\_\_\_\_**

### TOTAL FEE CALCULATOR:

- Booth Fee** \$ \_\_\_\_\_
- Electric Fee** \$ \_\_\_\_\_
- Rental Equipment Fee** \$ \_\_\_\_\_
- Application Processing Fee (Non-refundable)**
- Check/cash/money order (\$15) \$ 15.00
- or
- Credit Card Fee of \$4.75 + 5% of total amount \$ \_\_\_\_\_
- TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

## PAYMENT OPTIONS

(Applications **MUST** be submitted with full payment to be considered)

### Please select a payment method:

**Cash** (DO NOT MAIL. All cash transactions made at office location)

**Check or Money Order**

**Make check/money order payable to:** St. Charles Scarecrow Fest

**Mail to:** St. Charles Scarecrow Fest  
c/o Special Events Management  
2221 W. 43<sup>rd</sup> St.  
Chicago, IL 60609

**Credit card** (you **MUST** fill out all the information below)



**Name** (on card) \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_

**Sec Code** (3 digit code on back of card) \_\_\_\_\_ **Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**QUESTIONS? Please call Amy Casaletto at 773-584-6614**

### 2011 REFUND PROCESS

Applications **MUST** be submitted with full payment to be considered. There are **NO EXCEPTIONS** to this rule. All payments (including security deposits) will be processed regardless of your status of acceptance into festival. Submission of an application does NOT automatically guarantee acceptance into the festival. All applications will be reviewed by the festival committee.

You will be notified of your status approximately 14 business days after submitting your application.

#### Refund Process:

*If the event is faced with inclement weather, Acts of God and/or any situation that threatens the safety of exhibitors and patrons, Special Events Management has the authorization to cancel the event which will not result in the refunding of your fees.*

1. The application fee and Regonline processing fees are non-refundable.
2. A \$50 non-refundable administration fee will be applied to any cancelled application.
3. Cancellations made September 9, 2011 to September 22, 2011 will forfeit 50% of total fees paid.
4. Cancellations made on or after September 23, 2011 (including the day of event) will NOT be entitled to a refund.
5. Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.

**If due a refund, make check payable to:**

Business Name  Contact Name

## Rental Disclaimer

By initialing below you are acknowledging your financial responsibility for any damages to equipment items (i.e. tent, table, chair, sidewall, counter, sign pole, etc.), rented from the production company or third party supplier, inflicted by yourself or an employee in your booth.

**\* I understand the disclaimer above and fully understand that I am responsible for the damages to any piece of rental equipment that are inflicted by myself or an employee in my booth or while in control of our organization/company.**

\_\_\_\_\_ (Initials)

*You must initial the above disclaimer in order to move forward in the application process, regardless of whether equipment is being purchased. You will NOT be held accountable for rental equipment that you do not rent, however, we must have acknowledgment from you in the event that you add rental equipment to your application at a later time or rent an item on-site. To ensure the non-abuse of this agreement CSEM will provide a manager on site that will review each tent and piece of equipment with the rental company, if a damage is noted a picture will be taken of the equipment along with the booth number, and the vendor will then be contacted by management. As the renter it is your responsibility to inspect your tent during load-in and make management aware of any existing damages prior to the opening of the event.*

I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (Vendor) and the Event Producer (sponsoring organization and or agent thereof, SEM) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that at no time will SEM negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

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

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

### APPLICATION CHECK-LIST

Your application will **NOT** be processed without the following information:

- Completed festival application
- Payment for space fees, other required fees, additional rentals, etc.
- Certificate of Insurance (see additional information below)

**Documents can be sent by e-mail, fax or US Mail.**

**E-MAIL:** (acasaletto@chicagoevents.com) as an attachment

**FAX:** St. Charles Scarecrow Fest, Attn: Amy Casaletto, 773-523-6760

**MAIL:** St. Charles Scarecrow Fest, Attn: Amy Casaletto 2221 W. 43rd St., Chicago, IL 60609

**Copies and examples of each of these documents are available for download at [www.chicagoevents.com](http://www.chicagoevents.com)**

#### 2011 RULES & REGULATIONS

1. **Contract Cancellation:** Special Events Management (hereinafter referred to as "SEM") 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 management 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 will not be eligible for refunds.
2. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
4. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
5. **Water:** Running water is not provided on site by SEM. You must supply your own fresh water.
6. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth. All electricity on site is portable and provided by a third party vendor designated by SEM who is licensed and insured. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the Business Partners the Chamber for Uptown and SEM. All talent booking must be done solely by SEM. Unless granted permission by SEM, no live performances are allowed in your booth space.
8. **Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Special Events Management. You are directly responsible for any city violated ordinances and fines.
9. **Set-up and 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. You will be notified when it is safe to bring your vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise. You are allotted 2 (two) hours from the closing time of the event break-down and vacate your booth space. Please bring the necessary assistance/manpower to ensure this. For every 30 minutes you exceed this time frame (event closing time), \$50.00 will be charged to your credit card.
10. **No Show Policy:** Artists or vendors who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 2:00 PM Friday, July 15th will be considered a "no-show." No Show artists/vendors will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list.
11. **Trash Disposal:** Each space must be left clean throughout the event and each night. 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.  
-Sidewalks must be left unobstructed at all times.
12. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
13. **Indemnification:** The Business Partners Kane County and Special Events Management, employees, 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; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
14. **Booth Space:** Vendors must use all space that they are granted. No space may stand vacant. Only three feet of space as an entry way into your place of business is permitted.
15. **Event Hours:** Vendors must remain open during festival hours. Failure to comply with this rule will result in the loss of your security deposit.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited.
17. **Tents:** All tents, booths and canopies must be weighted down with 40 lbs. secured on each leg. Special Events Management and St. Charles CVB are not liable for the damage or destruction to any temporary structures due to any act of god. Both parties are additionally not liable for any injury a person may suffer from equipment or merchandise not supplied by Special Events Management.