



25TH ANNUAL FIESTA BORICUA
SEPTEMBER 1-2, 2018
DIVISION ST (WESTERN TO CALIFORNIA)



Contact:

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2546 W. Division St.- (773) 394-4935

MERCHANDISE VENDOR

CONTACT INFORMATION

Contact Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Fax: _____

On-site Contact Person (Name & Phone #) :

Email: _____

How many people will be working in your booth per day, including yourself? _____
You'll be given a set number of badges for the duration of the event based on the
number of people working per day.



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MERCHANDISE VENDOR

VENDOR NAME _____

	FEE	QUANTITY	SUBTOTAL
10'x10' Booth Merchandise	\$500		
10'x20' Booth Merchandise	\$800		
10x10 Booth Arts & Crafts (Handmade)	\$350		
10x20 Booth Arts & Crafts (Handmade)	\$650		
10'x10' Not for Profit	\$350		
10'x 20' Not for Profit	\$550		
Mobile Carts (per cart/per person)	\$150		
40' of Solid White Side Walls	\$100		
Counters (4 sides—L side, Front, R Side, Back)	\$150		
Total Fee			

ADDITIONAL: CITY OF CHICAGO MERCH VENDOR FEE \$25

Make checks payable to City of Chicago

MERCHANT VENDOR CATEGORY

Please select a category.

Arts & Crafts
 Jewelry
 Tee Shirts/Apparel
 Music/Cds
 Videos/DVD
 Educational Materials
 Not For Profit Org
 Subscription/Enrollment

Please list and describe the kinds of merchandise you'll be selling. If possible, attach photos



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ELECTRICITY USAGE CALCULATOR:

If additional electricity is required, it **MUST** be purchased from PRCC (PRCC). Personal generators are **NOT ALLOWED**. You are responsible for bringing your own extension cords and power strips. **If electrical equipment from Electrician is discovered to be missing near your booth we will keep your Incidentals Deposit.**

***15 amps allowed per booth, Additional amps are available for \$65 per 15 amps.**

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 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.
6.	6.	6.	6.
7.	7.	7.	7.
		TOTAL AMPS	

Do you require overnight refrigeration for the duration of the event? YES NO

Refrigeration & Cooking Equipment

Please contact AAA Rental at 708-210-1200 for pricing/ordering/payment of optional Refrigeration and Cooking equipment.

PAYMENT OPTIONS

CASH

(DO NOT MAIL. All cash transactions made at office location. **(Please call for appointment.)**)

MONEY ORDER/CASHIER'S CHECK

FOR FIESTA BORICUA **Make money order payable to:** PUERTO RICAN CULTURAL CENTER

2018 REFUND PROCESS

**NO REFUNDS FOR CANCELLATION
NO SE REEMBOLSARA EL DINERO POR CANCELACION**

Applications **MUST** be submitted with 50% deposit to be considered. There are **NO EXCEPTIONS** to this rule. All payments (including deposits) will be processed immediately.

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, PRCC has the authority to cancel the event without refunding your fees.

- 1. Cancellations will NOT be entitled to a refund.**
- 2. No se reembolsara el dinero por cancelación**
- 3. If you are denied for participation in the event after application review, you will recoup your fees minus the \$100 application processing fee.**

If due a refund, make check payable to:

Name of Business

Contact Name

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 (PRCC - sponsoring organization and or agent thereof, PRCC) 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 PRCC is empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature: _____ Date: _____



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RELEASE/WAIVER

Rental Disclaimer

By initialing below you are acknowledging your financial responsibility for any damages to equipment items (i.e. tent, sidewall, counter), damage to grass, grease spills, and missing electrical equipment rented from the production company or third party supplier, inflicted by yourself or an employee in your booth space.

* I understand the disclaimer above and fully understand that I am responsible for the damages to my space or any piece of rental equipment that are inflicted by myself or an employee in my booth or while in control of our organization/company. **I am aware that my incidental deposit will not be returned if I am in violation of any of the above.** _____ (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 Event Source will provide a manager on site that will review each tent and piece of equipment with the rental company, if 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.

Acknowledgement of PRCC Terms, Guidelines and Regulations

I have read and understand the EVENT DETAILS and IMPORTANT VENDOR RULES & REGULATIONS. I understand that at any time during the festival if I am found in violation of these terms and guidelines my participation in the festival shall be forfeited.

He leído y entendido LOS DETALLES DEL EVENTO y LAS REGLAS DEL VENDEDOR. Entiendo que en cualquier momento durante el festival si me encuentran en violación de estos términos y directrices, mi participación en el festival se perderá.

Print Name _____

Signature: _____

Date: _____

RELEASE

I/we release all sponsors, cosponsors, organizations or individuals involved in the PRCC from any liability, product or personal injury for the event. I have read the rules and information in this application and agree to abide by them. I understand failure to comply may result in termination of the contract without recourse.

PRCC assumes no responsibility for any loss, damage, injury or claim arising out of the participants' acts or omissions in the PRCC. Vendor/exhibitor, participant shall indemnify, defend and hold the PRCC, the City of Chicago, Chicago Park District and all sponsors, cosponsors, organizations or individuals involved in the PRCC harmless against any and all claims for liability, fault, misconduct or negligence.

Signature: _____

Date: _____



2018 RULES & REGULATIONS

1. **Contract Cancellation:** PRCC 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. **Account Holds:** PRCC is not responsible for denial of a license by the City of Chicago due to any hold placed on business accounts associated with the vendor. Each vendor is responsible for resolving any standing holds with the City of Chicago and/or State of Illinois prior to submitting their application. Please note: Most business are not aware of a hold until their application is submitted and PRCC is contacted by the City and/or State. It is essential that you call each government agency regardless of your assumed standing. Please call the City of Chicago Department of Business Affairs & Consumer Protection agency at 312-744-6060.
3. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor except to previous vendors who have a contract with the festival committee.
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 PRCC. 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 PRCC. 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 PRCC. All talent booking must be done solely by PRCC. Unless granted permission by PRCC, no live performances are allowed in your booth space.
8. **Laws:** Drilling in the street and park is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by PRCC. 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 path 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 path. 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 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.
10. **No Show Policy:** Participants who have not checked-in and/or called Amanda Agudo by Noon (8Am) first day of load-in will be considered a "no-show." No show exhibitors will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list exhibitor.
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. All garbage left [not bagged] will be subject to a fine and/or space cancellation. Sidewalks must be left unobstructed unless otherwise indicated.
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:** PRCC, 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.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited. Business name MUST be present throughout festival with original vendor participation application.

ADDITIONAL REQUIREMENTS FOR FOOD VENDORS:

1. **Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material and must be weighted down properly. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the duration of the event.
2. **Propane:** The City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). PRCC reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical, a minimum of twenty pounds.
5. **Summer Festival Food Vendor Sanitation Certificate:** A person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate.
6. **Items for Sale:** Menu items are not allowed to be changed once the application has been filed.
7. **Signage:** Food vendors must put pricing on all signage.



APPLICATION CHECK LIST

Your application will NOT be processed without the following information:

- Completed festival application*
- 50% Deposit for Booth Fee*
- Signed Release/Waiver*