



GENERAL VENDOR APPLICATION PACKET

**Blooming Fest
Saturday, May 21, 2022
9:00 a.m. — 3:00 p.m.
Downtown West Chicago**

Application Deadline: April 15, 2022

Please check the vendor fees that apply to your requested vendor space. Each vendor space is 10' x 10'. Vendor fees are non-refundable. *Food vendors shall apply via the Food Vendor Application.*

- General Business Vendor: \$50.00**
- Not-for-Profit Vendor: FREE**
- Downtown TIF District Business Vendor: FREE**
- Electrical Hook Up: \$25.00 (fee does not apply to Not-for-Profit Vendors)**

Submit completed application forms, and payment if applicable, by April 15, 2022 to City of West Chicago, Attn: Blooming Fest, 475 Main St., West Chicago, IL 60185. Make checks payable to “City of West Chicago.”

Each vendor’s planned booth activities will be reviewed to determine risk and, subsequently, if a certificate of insurance is required. See page 3/4 for the detailed insurance requirements. Contact the Special Events Coordinator at specialevents@westchicago.org or 630-293-2200, ext. 176 with questions.

Business/Organization Name _____

Contact Person _____ **Phone** _____

Street Address _____

City/State/Zip Code _____

Describe the items to be sold or the activity that will take place at your vendor space:

Email Address (required) _____





VENDOR REQUIREMENTS

1. **Tents, tables and chairs are not provided.** Each vendor is responsible for their own set-up, table, table coverings, and chairs.
2. All tents must be weighted.
3. All types of hand crafted art, photography, sculpture, crafts and jewelry are acceptable.
4. Tents are preferred for all vendors due to fire lane restrictions. Vendors working directly from trailers must contact the event coordinator prior to submittal of an application.
5. Vendor spaces must be manned between 9:00 a.m. and 3:00 p.m. and should not be removed before 3:00 p.m. Violation of these guidelines will prohibit the vendor's participation in next year's event.
6. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space out of consideration for other vendors and fire lane restrictions.
7. All items for sale must be priced. Vendors must supply bags or wrappings and written receipts for all purchases.
8. Collection of state sales tax is the responsibility of each vendor.
9. Vendors will be notified by e-mail of space assignments and set-up times at least one week prior to the event.
10. Vendor parking is available offsite and assigned based on the location of the vendor space.
11. Vendor spaces are limited within each vendor category.
12. No refunds will be given due to inclement weather conditions.
13. Photographs taken at the event of vendors and their spaces may be used by the City of West Chicago for future event promotion.
14. Vendors shall submit payment for the total amount due, including the vendor fee and electrical fee (if applicable). The payment will be deposited upon receipt.
15. Deposit of vendor fees upon receipt of application does not indicate acceptance. After the application deadline, the applicant will be notified of their acceptance as a vendor at Blooming Fest. In the event that an application is denied, all fees will be refunded to the applicant.
16. Vendors that fail to show up on event day without providing at least one week's advance notice to the event coordinator will not be permitted to participate in next year's event.
17. All vendors must sign the City of West Chicago Waiver and Hold Harmless Agreement.





VENDOR REQUIREMENTS

18. Vendors may be required to submit a certificate of insurance applicable to the nature of services provided due no later than April 15, 2022 and meet the following requirements:
- A. Required limits are \$1 million in Commercial General Liability combined single limit per occurrence for bodily injury, and property damage and \$1 million per occurrence for personal injury. The general aggregate shall be no less than \$2 million for contractors/vendors.
 - B. In the box labeled “Description of Operations” the following language must appear: No additional endorsements limit coverage to additional insured beyond terms of actual additional endorsement. Coverage to the additional insured is primary and non-contributory. Additional insured: The City of West Chicago, its officials, employees, agents and volunteers. City named as cancellation notice recipient. Event: Blooming Fest, Saturday, May 21, 2022 in Downtown West Chicago, IL.
 - C. If applicable, vendor shall furnish the City with evidence of Worker’s Compensation coverage with statutory limits.
 - D. Vendors shall furnish the City original endorsements to support the coverage detailed on the certificate of insurance. Endorsements shall name “The City of West Chicago, its officials, agents, employees, and volunteers” as additionally insured on a primary and non-contributory basis.”
 - E. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email or fax (630-293-1257), to be considered an original document.

I have read all Blooming Fest 2022 Vendor Requirements and understand that failure to comply with the terms and conditions contained herein could result in the loss of my vendor space without refund of fees.

Name of Organization

Signature of Authorized Person

Title

Date

For questions or more information please visit www.westchicago.org or contact: Nicolette Stefan, Special Events Coordinator, at nstefan@westchicago.org or 630.293.2200 x176.





WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the _____ (*name of organization*) (hereinafter referred to as "the vendor") and its members, employees, volunteers or guests, being allowed to participate in West Chicago Blooming Fest, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the vendor's participation in the West Chicago Blooming Fest.

To the fullest extent permitted by law, the vendor hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney's fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of the vendor's participation in West Chicago Blooming Fest, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the vendor at its own expense, satisfy and discharge the same.

The undersigned shall provide the City of West Chicago if applicable to the nature of the services provided a certificate of insurance reflecting coverage for general liability coverage in satisfactory amounts. The City of West Chicago, its officials, agents, employees and volunteers are to be covered as additional insured as respects the vendor's participation in West Chicago Blooming Fest.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the vendor.

Name of Organization

Signature of Authorized Person

Title

Date

Nothing set forth in this Agreement shall be deemed a waiver by the City of West Chicago of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the City of West Chicago or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.





SUBMISSION INSTRUCTIONS

Submission of an application does not guarantee acceptance into the event. Once accepted, vendor participation at the event is pending approval of required documentation. Approved vendors will be provided with their space assignments, set-up times, and other logistics information by email within one week of the event.

Completed forms can be emailed to nstefan@westchicago.org or mailed to:

City of West Chicago
Attn: Blooming Fest
475 Main Street
West Chicago, IL 60185

For questions or more information, please contact:

Nicolette Stefan, Special Events Coordinator
nstefan@westchicago.org
630-293-2200, ext. 176

