Thank you for your interest in our 2016 festival season. We are excited about the opportunity of working together this year. We know you'll find our schedule of events as promising as we do.

Attached, please find:

- Vendor Application
- Pricing Sheet
- Terms and Conditions

Please email your application(s) to **applications@StarEvents.com** or mail it directly to our office: 1609 W. Belmont Ave, Chicago, IL 60657. We do not accept applications via fax.

Make sure to specify your vendor type when filling out the application. Vendor descriptions are as follows:

Artisan: An artisan is a skilled manual worker who hand crafts items that may be functional or strictly decorative, including furniture, clothing, jewelry, household items, and tools.

Merchant: A merchant is an entity who trades in commodities that he didn't produce himself, in order to earn a profit.

Non Profit: Charitable organizations that are building awareness. Please provide proof of Non Profit certificate with your materials.

Food: Restaurants, grocery stores and institutional food providers selling food and non alcoholic beverages.

Sponsor: A sponsor is a legally recognized organization designed to provide goods and/or services to consumers on a national, regional or local level. These vendors just want brand exposure and do not sell anything. To be a sponsor, please email **info@StarEvents.com** for more information. You DO NOT fill out an application.

Applications without full payment will **NOT** be processed. Please review the pricing sheet for all payment info and don't hesitate to reach out with any questions. We look forward to a successful season with you!

Sincerely,

The StarEvents Team

FOOD VENDOR APPLICATION

APPLICATION WILL BE PROCESSED ONLY IF THE FOLLOWING ARE INCLUDED:

COPY OF SUMMER SANITATION CERTIFICATE

COPY OF HEALTH INSPECTION DATED WITHIN 6 MONTHS OF THE FESTIVAL

CITY OF CHICAGO SPECIAL EVENT APPLICATION MUST BE TYPED

MULTI-EVENT PERMITS MAY BE OBTAINED DIRECTLY THROUGH THE CITY OF CHICAGO IF YOU ARE PARTICIPATING IN 2 OR MORE FESTIVALS. PLEASE CONTACT GREG.ADAMS@CITYOFCHICAGO.ORG FOR DETAILS

ADDITIONAL FOOD ITEMS PAID FOR

A STAR EVENTS Production

OFFICE USE ONLY

Vendor ID: _____

Date Received: _____

Accepted: _____

Rejected: _____

EVENT NAME _____

APPLICANT INFORMATION

Contact Name _____ Business Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Cell _____ Fax _____ Tax ID/SSN _____

MENU

Please list and describe each food item you propose to see and their prices. Be very specific and attach a separate sheet if necessary. Star Events will use this menu to create your pricing banner so please be accurate. You many offer up to four main items and three side items. If you would like to sell additional items, you will need to pay $150 per item.

Main Items

1. _____ $_____
2. _____ $_____
3. _____ $_____
4. _____ $_____

Side Items

1. _____ $_____
2. _____ $_____
3. _____ $_____

Additional Items ($150 per item)

1. _____ $_____
2. _____ $_____
3. _____ $_____
4. _____ $_____

APPLICATION

FOOD VENDOR

EVENT FEES

Booth Space _____ x_____ = _____

Late Registration Fee $50 = _____

EQUIPMENT INCLUDED IN EVENT FEES

Canopy

Front Counter with Skirting

Sign Pole

Pricing Banner

Standard Electric (4 outlets)

ADD'L FOOD ITEM FEES

Additional Food Items $150 X _____ = _____

ADD'L EQUIPMENT FEES

Side Wall	$15 X _____ =	_____
6ft Tables	$25 X _____ =	_____
Chair	$10 X _____ =	_____
Sign Pole	$25 X _____ =	_____
Counter	$25 X _____ =	_____
Electricity	$200 X _____ =	_____

TOTAL DUE

$_____

CHECKLIST

- ❍ Read the Terms & Conditions
- ❍ Complete this application
- ❍ Sign the bottom of the application confirming you have read the Terms & Conditions and that all information provided is true
- ❍ Copy of your current liability insurance with Star Events with the event name listed as additionally insured
- ❍ Copy of your Summer Sanitation Certificate
- ❍ Completed City of Chicago Special Event Food License application
- ❍ Copy of Health Inspection within 6 months of event
- ❍ Enclose full payment
- ❍ Included a separate rental deposit payable to Star Events

Certificate of Insurance Policy #_____ (please include a copy of your insurance)

Summer Sanitation License #_____ (please include a copy of your license)

Deposit Check #_____ (please include a $200 deposit check payable to Star Events)

PAYMENT METHOD

(Applications without payment will not be processed. Credit Card must be valid until event date.)

❍ Credit Card Number_____

Name on Card_____

Exp_____CVS Code_____

Billing Address_____

City _____State_____Zip_____

❍ Check # / Money Order #_____

The above mentioned participant hereby submits this application for participation.
By signing the application, the participant accepts and agrees to all of the Terms & Conditions in each page of the agreement.

Name _____

Print Name _____

Date _____

Please return this application and agreement to Star Events and keep a copy of this plus the Terms & Conditions for your records.

Applications can be mailed or emailed to:
Applications@StarEventscom

STAR EVENTS Production
1609 W. Belmont Ave.
Chicago, IL 60657
773.665.4682
fax 773.665.4866
StarEvents.com

SUBMIT

2016 APPLICATION FEES

Event Name	Checks made payable to:	Artisan 10x10	Merchant 10x10	NFP 10x10	Food 10x20	Food 20x20	App Deadline
Mayfest	*StarEvents, Inc*	$395	$595	$395	$2495	n/a	March 25
Mole de Mayo	*18th Street Development Corporation*	$295	$495	$295	Invite Only	n/a	April 1
Andersonville Midsommarfest	*Andersonville Chamber of Commerce*	$395	$595	$395	$2495	n/a	April 15
Taste of Randolph	*Taste Randolph, LLC*	$395	$595	$395	Invite Only	n/a	April 22
Ruido Fest	*Ruido Festival*	$700	$1200	$570	$2495	$3750	May 13
Forest Park Music Fest	*StarEvents, Inc*	$195	$295	$195	$1295	n/a	May 20
Southport Art Fest	*StarEvents, Inc*	n/a	n/a	n/a	$2495	n/a	May 20
Edge Fest	*Edgewater Chamber of Commerce*	$395	$495	$395	$2495	n/a	June 10
Celebrate Clark Street	*Rogers Park Business Alliance*	$295	$395	$195	$1695	n/a	June 10
Wrigleyville Summerfest	*Resurrection Lutheran Church*	$195	$295	$195	$1295	n/a	June 10
Retro on Roscoe	*Roscoe Village Neighbors*	$395	$595	$395	$2495	n/a	June 17
Festa Italiana	*Festa Italiana, LLC*	$395	$595	$395	$2495	n/a	June 24
Clark After Dark	*USO*	n/a	n/a	n/a	$1095	n/a	June 30
West Loop Art & Food Fest	*StarEvents, Inc*	n/a	n/a	n/a	Invite Only	n/a	July 15
Hyde Park Jazz Fest	*Hyde Park Jazz Festival*	$295	$495	$295	$2495	n/a	July 30
Rocktober Beerfest	*StarEvents, Inc*	$295	$495	$295	$2495	n/a	August 5
Polar Palooza	*Loyola University of Chicago*	$295	$495	$295	$2495	n/a	October 7

STAR EVENTS Production

CHICAGO DEPARTMENT OF Business and Consumer Protection

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: $ 125.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

Please type or print clearly. Application will be returned if not completed in it's entirety.

EVENT INFORMATION:

Name of Event
Celebrate Clark St.

Address of Event
Clark and Morse

Date(s) of Event	Hours of Event
July 16-17, 2016	Sat: 1pm-11pm, Sun: 1pm-10pm

Name of Event Sponsor	Event Coordinator	Phone Number
Rogers Park Business Alliance	StarEvents	773.665.4682

VENDOR INFORMATION:

Name of Food Vendor	Contact	Phone Number

Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits) _____ _____ _____ _____ _____ _____
If you do not know your account number please phone (312) 74-GOBIZ.
If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number, you will need to complete the City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit www.cityofchicago.org/businessaffairs.

Address of Food Vendor	City	Zip Code

Summer Festival Food Vendor Sanitation Certificate Number	Each event requires a Certified person at each booth at all times food is handled.

Print Name:_____Title: _____

SIGNATURE (*Must be signed by an owner or officer) _____ Date: _____

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home **(Attached signed Affidavit)**

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen*. A copy of your current health inspection must be attached to each application.

SPECIAL EVENTS MENU APPROVAL REQUEST

Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

List the proposed foods and ingredients to be served at the event. You may list up to 4 items on one sheet (use back of sheet if necessary)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List source where items will be purchased (Name, Address, Phone Number . . . retain all receipts for inspection)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List any equipment that may be used at the event in the preparation of food or beverages
(i.e. mixers, blenders, etc. include drawings & specifications

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

> ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <

CHICAGO DEPARTMENT OF Business and Consumer Protection

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

SPECIAL EVENT FOOD TRUCK LICENSE APPLICATION

FEE: $ 125.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event
Celebrate Clark St.

Address of Event
Clark St. and Morse

Date(s) of Event	Hours of Event
July 16-17, 2016	Sat: 1pm-11pm, Sun: 1pm-10pm
Name of Sponsoring Event/Coordinator	Phone Number
Rogers Park Business Alliance	773.665.4682
Name of Mobile Food Vendor	Contact
Department of Business Affairs & Consumer Protection Account Number	Phone Number

If you do not know your account number please phone (312) 74-GOBIZ If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account

Address	City	Zip Code

Mobile Food License #	**License Expiration Date**

I acknowledge that I am only preparing/dispensing food directly from a City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements: ◯ NO ◯ YES

I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu? ☐ NO ☐ YES

SIGNATURE (*Must be signed by an owner or officer) _____ Date: _____

Print Name:_____Title: _____

TERMS & CONDITIONS

APPLICATION DETAILS

Photos: All Artisan and Merchant vendors are required to provide 3 photos of their work. These photos will be juried and will be used to determine acceptance into the festival. It is of best interest to the participant to use clear, clean, and professional photographs that best represent your complete work. Submitted photos will not be returned. Non Profits and Food Vendors do not need to submit photos.

Changes to Application: If participant wishes to change their application, they must submit a new application with the changes clearly indicated. Any changes made via phone will not be permitted.

Application Deadline: Applications must be received 8 weeks prior to the event. Applications received up to two weeks prior to the event will also be considered for acceptance but will need to include a $50 late fee. No applications will be accepted after this deadline.

EVENT DETAILS

Participation: The participant desires to participate in the event by providing merchandise, services and information to our general public. If the participant's application is accepted by StarEvents, the participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of StarEvents, Inc. The participant agrees not to sell or distribute merchandise that includes the event logo, the event name, or any other likeness associated with our event without prior written consent of StarEvents, Inc.

Set-up: Participants will need to check in with a StarEvents representative upon arrival. Participants will be able to pull their car up to the booth space to unload their merchandise, but will need to remove car at least 1 hour prior to the start of the event. There is limited parking in the surrounding areas, so please plan ahead. The participant will forfeit the assigned booth space if unoccupied by the start of the event.Vendors will be able to set up beginning in accordance with the schedule that will be sent to you leading up to the event.

Tear Down: Participants will be able to tear down one hour after the end of the event on Sunday evening. StarEvents will open the gates and allow cars to pull on to the venue. All items left on-site after the close of the event Sunday evening will be disposed of.

BOOTH REQUIREMENTS

Equipment and Signage: You must have a WHITE canopy to participate in a StarEvents Production. If you do not have a WHITE canopy, you must rent one from us in order to participate in the event. Canopies can not exceed 10 feet in height.

All canopies must be properly weighted prior to the start of the event. All signage must be clean and properly placed. StarEvents has the right to ask you to remove signage if not presented in the appropriate manner. Please feel free to call our office for specific instructions.

Sound Restrictions: Participant agrees to not have amplified sound of any type within booth. Participants with amplified sound may to asked to vacate space and will not receive a refund. Amplified sound has been determine to create conflict with adjacent participants. Please respect your neighbors.

TERMS & CONDITIONS

Maintenance: Participants are solely responsible for the appearance of their space. The participant shall maintain its space in a neat, clean and sanitary condition.

Booth Security: We will have security on site during all event hours. The participant will be solely responsible for items left in their booth overnight. We are not responsible for any items lost, stolen or damaged. We will have overnight security on site but they are responsible for securing the event as a whole, not individual booth spaces.

Hours of Operation: We ask that participants remain open from open to close.

GENERAL POLICIES:

Acceptance / Rejection: StarEvents, Inc will notify each participant if they are accepted or rejected by email to the address listed on the application. In the event that the participant's application is rejected,the entry fee will be refunded. StarEvents, Inc does not guarantee exclusivity to any participant, nor has the participant relied upon any representation or guarantee of StarEvents, Inc regarding the revenues to be generated by the participant.

Refunds: Refunds for booth fees will be issued a full refund of the amount received, minus a $50 processing fee, if the request is made in writing such as an e-mail, fax, or certified mail on or before 21 days prior to the festival. However, throughout the season, full refunds will be made to participants on an ongoing basis if the participant requested a corner space, a double booth space, or electricity but the request could not be met. Refunds will not be issued for participants who are dismissed, if the booth is forfeited, or if the participant is in violation of any of the Terms and Conditions.

Dismissal from the event: In the event the participant is dismissed from the event, they will be asked to vacate the booth space immediately, take all belongings, and will not be allowed to participate for the remainder of the event. The participant may be dismissed or removed from the event if found to be in violation of any of the Terms and Conditions.

Legal Department: The participant shall comply with all local, federal, state and municipal laws and ordinances in operation of its booth during the event and shall insurance its merchandise against loss by theft or damage. The participant hereby releases StarEvents, Inc and it's Client, officers, directors, members, and employees from any and all claims for, and agrees that StarEvents, Inc and the Client, officers, directors, members, and employees shall have no responsibility for personal injury sustained by the participant, its agents or employees, or damage to, or loss or destruction of, the participant's properties.

The participant further agrees to indemnify and hold StarEvents, Inc and the Client, its officers, directors, members, and employees harmless from and against any and all claims for personal injury, damage to property or theft occurring in or about the event area, whether to the participant, its agents or employees or any third party, caused in part of in whole by the participation of the participant in the event.