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

APPLICATION

- ❍ ARTISAN
- ❍ MERCHANT
- ❍ NON PROFIT

EVENT NAME _____

APPLICANT INFORMATION

Contact Name _____

Business Name _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____ Cell _____

Fax _____ Tax ID/SSN _____

Product Description _____

_____

_____

_____

VISA MasterCard AMERICAN EXPRESS

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

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OFFICE USE ONLY

Vendor ID: _____

Date Received: _____

Accepted: _____

Rejected: _____

EVENT FEES- SEE FEES

Booth Space		$_____
Late Fee $50	see app deadline	$_____
Corner $100	if available	$_____

EQUIPMENT FEES

Tent	$200 X	___	= $ _____
Side Wall	$15 X	___	= $ _____
6ft' Table	$25 X	___	= $ _____
Chair	$10 X	___	= $ _____
Sign Pole	$25 X	___	= $ _____
Electric	$150 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
- ❍ Enclose full payment payable to correct event
- ❍ Include a $200 separate rental deposit payable to Star Events, Inc.
- ❍ Enclose images with your application if applicable

Applications can be mailed or emailed to:
Applications@StarEvents.com

A 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

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.