

# Merchant Application

Application Deadline **August 12th, 2011**



# Hyde Park Jazz Festival

September 24th & 25th, 2011

1130 Midway between Ellis & Woodlawn, Chicago, IL

Saturday from 12:00 pm to 10:00 pm and Sunday from 12:00 pm to 8:00 pm

## Applicant Information

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Federal Tax Id Number or Social Security Number: \_\_\_\_\_

\* Tax ID or SS# is required for sales tax purposes

## Detailed Product Description

List and describe items you propose to sell. Please be very specific, attach a separate sheet if necessary.

- 1). \_\_\_\_\_
- 2). \_\_\_\_\_
- 3). \_\_\_\_\_
- 4). \_\_\_\_\_

*Participant agrees to offer only those items listed on application! No other items will be allowed without advance consent from StarEvents and any violation will result in immediate dismissal from event.*

**Images Required** - Please include at least 3 slides or photos of your items with your application. Images will **not** be returned.

## Event Fees

Standard 10' by 10' Booth Fee Only .....	\$295	_____
Corner Space Upgrade - if available.....	\$100	_____
White Canopy (10x10).....	\$150 Each	_____
40' of Solid White Side Walls.....	\$50	_____
Electricity (2-110v Outlet).....	\$150	_____
Supplementary Power (2-additional 110v outlets).....	\$100	_____
Tables # _____ @ .....	\$25 Each	_____
Chairs # _____ @ .....	\$10 Each	_____
Late Registration Fee - if applying after <b>August 12th, 2011</b> .....	\$50	_____

**Total Amount Due** \$ \_\_\_\_\_

Equipment Deposit of \$200 Required for Rentals Only - *Include Separate Check Made Payable to: **StarEvents***

**Participant agrees to offer only those items listed on application!**



## Merchant Application

No other items will be allowed without advance consent from StarEvents and any violation will result in immediate dismissal from event.

### Method of Payment

Please specify payment type by checking the appropriate box below.

*\*Please Note: If paying by check, no personal checks will be accepted 2 weeks prior to event.\**

Check       Credit Card       Money Order

Credit Cards Accepted by Hyde Park Alliance for the Arts & Culture include: Visa and Mastercard

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVS Code: \_\_\_\_\_

Name as it Appears on Card: : \_\_\_\_\_

Billing Address: \_\_\_\_\_

Make Check or Money Order Payable to: **Hyde Park Alliance for the Arts & Culture**

### Application Check List

**Your application will be considered only if the following items are complete:**

- \* Sign and complete the entire application
- \* Read the terms and conditions on pages 3 & 4 and sign the agreement below
- \* Enclose full payment made payable to **Hyde Park Alliance for the Arts & Culture**, if not application will NOT be accepted
- \* Include a separate check for equipment deposit (only if renting equipment) made payable to StarEvents
- \* Enclose 3 images with your application - E-mail images are not accepted

*Complete application will need to be sent by appropriate deadline to be considered for participation.  
**Incomplete applications will not be considered and may be returned without space reservation.***

### Address for Submission of Application

Please send your completed application, fees, deposit, description, and images to:

StarEvents, LLC  
1609 W. Belmont Avenue  
2nd Floor  
Chicago, IL 60657

**Note: Faxed and e-mailed applications will NOT be accepted, no exceptions.**

#### OFFICE USE ONLY

Vendor # : \_\_\_\_\_

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

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

### Agreement

The above mentioned participant hereby submits this application for participation in **Hyde Park Jazz Festival**. By signing the application the Participant accepts and agrees to all the terms and conditions contained in each page of this agreement. Return pages 1 & 2 of this agreement to StarEvents. Keep a copy of the entire agreement for your records.

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

Print Name: \_\_\_\_\_

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

## Merchant Application

The signature above provides StarEvents the ability to process payment or charge all appropriate fees, as outlined above.

### Terms & Conditions

The Participant hereby submits its application to receive onsite Rights in the **Hyde Park Jazz Festival** ("Hyde Park Jazz Festival") to be held on **September 24th & 25th, 2011**. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by StarEvents, (StarEvents, LLC) or Hyde Park Alliance for the Arts & Culture in the exercise of our discretion and that, if your application is accepted, your participation will be subject to the terms and conditions contained herein.

### Event Details

**Hyde Park Jazz Festival** is a community festival produced on behalf of Hyde Park Alliance for the Arts & Culture, **Hyde Park Alliance for the Arts & Culture**. This Event is a fundraising activity for purpose of supporting Hyde Park Alliance for the Arts & Culture and their mission and objectives. Proceeds will be used for local development and community outreach programs. **Hyde Park Jazz Festival** will take place on **1130 Midway between Ellis & Woodlawn, Chicago, IL**. StarEvents and the **Hyde Park Alliance for the Arts & Culture** shall have the right to control all aspects of **Hyde Park Jazz Festival**.

### Participation

The Participant desires to participate in **Hyde Park Jazz Festival** by providing merchandise to our general public. If the Participant's Application is accepted by StarEvents, LLC, or **Hyde Park Alliance for the Arts & Culture**, the Participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of StarEvents, LLC. The Participant agrees to not sell or distribute merchandise that includes the event logo, the term "**Hyde Park Jazz Festival**", or any other likeness associated with our event without prior written consent of StarEvents, LLC.

### Hours of Operation

The Participant agrees to remain open for business between the hours of **Saturday from 12:00 pm to 10:00 pm and Sunday from 12:00 pm to 8:00 pm**. We ask all participants to remain open for the duration of the event hours. Participants may begin to close their operation 1 hour before the advertised close of the Event. Exceptions for hours of operation may be made. Please notify us 30 days in advance if you foresee a need to close your operation early.

### Set-Up Operations

Participants may arrive for setup at **6:00 am on Saturday, September 24th**. The Participant shall remove all vehicles and other items used in conjunction with setting up for event at least one (1) hour prior to the start of the event. The participant will forfeit the assigned space if unoccupied on **Saturday, September 24th at 11:00 am and Sunday, September 25th at 11:00 am**

### General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of **Hyde Park Jazz Festival** and the reputation of StarEvents, LLC and the **Hyde Park Alliance for the Arts & Culture**. In the event that StarEvents, LLC and Hyde Park Alliance for the Arts & Culture shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to **Hyde Park Jazz Festival**, StarEvents, LLC or the **Hyde Park Alliance for the Arts & Culture**, we may expel the Participant from **Hyde Park Jazz Festival**, and the Participant shall forfeit its entry fee.

### Acceptance

StarEvents, LLC shall notify the Participant whether its application has been accepted or rejected. StarEvents will fill out and file the appropriate licenses for this application. In the event that the Participant's application is rejected, the entry fee will be refunded. StarEvents, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of StarEvents, LLC regarding the revenues to be generated by the Participant.

### Refunds

Refunds for booth fees paid in full or part will be issued a full refund of the amount received, minus a \$50.00 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. Refund requests made by phone, fax, e-mail or certified mail after 21 days prior to the festival will not be processed and are ineligible for a refund in whole or part. However, throughout the festival season, full upgrade refunds will be made to artists on an ongoing basis if the artist request for a corner, double booth or electricity could not be met. Refunds will **not** be issued for **Hyde Park Jazz Festival** if the participant is dismissed, booth space is forfeited, or participant is in violation of any of the Terms and Conditions.

### Dismissal from Event

In the event the Participant is dismissed from Hyde Park Jazz Festival, they will be asked to vacate booth space immediately, take all belongings and may not be allowed to participate onsite for the remainder of the Event. Participant may be dismissed or removed from Hyde Park Jazz Festival if found to be in violation of any Terms and Conditions.

### Legal Department

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during **Hyde Park Jazz Festival** and shall insure its merchandise against loss by theft or damage. The Participant hereby releases StarEvents, LLC and the **Hyde Park Alliance for the Arts & Culture**, its officers, directors and members from any and all claims for, and agrees that StarEvents, LLC and the **Hyde Park Alliance for the Arts & Culture**, its officers, directors and members 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 property.



## Merchant Application

The Participant further agrees to indemnify and hold StarEvents, LLC and the **Hyde Park Alliance for the Arts & Culture**, it's officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about **Hyde Park Jazz Festival** area, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in **Hyde Park Jazz Festival**.

### Application Details

#### Slides & Photos

All merchants are required to include at least 3 slides or photos as a sampling of their work. Label all slides and photos with first and last name. These slides will be juried and will be used to determine acceptance to the festival, booth placement, etc. It is in the best interest of the merchant to use very clear, clean, and professional images that best represent your complete work. All submitted slides and photos may **not** be returned to applicant. StarEvents requests Participants to submit new images for **each** juried application.

#### 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, fax or e-mail will not be permitted.

#### Application Deadline: **August 12th, 2011**

Applications received by **August 12th, 2011** will be considered for acceptance to **Hyde Park Jazz Festival** and will receive confirmation on or before **August 26th, 2011**.

#### Late Applications

Any applications received after **August 12th, 2011** but before **September 9th, 2011** will also be considered for acceptance to **Hyde Park Jazz Festival**. Those applications will need to include a \$50 late application fee. Those applications will receive confirmation notice after application is processed.

#### Booth Requirements

If the Participant's application is accepted, the Participant will be assigned a space within **Hyde Park Jazz Festival** area with the approximate square footage of **10' by 10'**. All merchandise, equipment and materials **MUST** fit inside 10' by 10'. Display and storage outside of allocated booth space is not allowed. Additional space may be made available by StarEvents upon receipt of the Participant's application, at an additional cost to be determined by StarEvents, LLC. The location of the Participants space within **Hyde Park Jazz Festival** area shall be determined by StarEvents, LLC in the exercise of its sole discretion, and the Participant agrees to accept the space as assigned by StarEvents, LLC. The Participant agrees to conduct its business only within the space assigned by StarEvents, LLC.

#### Equipment and Signage

The Participant is responsible for returning all tables, chairs and tents rented at event to StarEvents, LLC at the conclusion of the festival. StarEvents, LLC prefers a white canopy, however exceptions will be made on a case by case basis. Canopies or signage may not exceed 10 feet in height. All signage must be clean and properly placed. Participant is responsible for appropriate measures, i.e. sand bags, to support canopy during possible inclement weather. Sandbags shall NOT be removed from barricades for vendor use.

#### Sound Restrictions

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

#### Electricity

Electricity is only available by renting from StarEvents, LLC. Participants may be restricted from using personal generators due to noise, exhaust, and other factors. Participants that are found using our electrical sources without prior payment may be asked to leave.

#### Maintenance

The Participant will be solely responsible for the appearance of its space. The Participant shall maintain its space in a neat, clean and sanitary condition during **Hyde Park Jazz Festival**. Participant will be required to recycle and dispose of all trash produced by their operation - as directed by StarEvents, LLC. Specific maintenance operations will be provided to all participants at the Event.

#### Booth Security

The Participant will be solely responsible for any items left overnight in booth space. StarEvents and Hyde Park Alliance for the Arts & Culture are not responsible for any items lost, stolen or damaged in booth space.

