



VENDOR INFORMATION

Thank you for your interest in North Chicago Community Days. Please read through this document carefully which outlines pertinent information for exhibitor booth participants.

Booth Information:

Applications are processed on a first come, first served basis. Incomplete applications will not be accepted. Do not send in an application without payment and insurance. Applications submitted without payment and insurance will be discarded.

Community Days is a multi-day event. Vendors are expected to occupy their booth on Saturday and Sunday. *No refunds will be given for vendor cancellations or no-shows.*

To receive a special **Early Bird Rate**, **applications are due by June 1, 2019**. Any application submitted after June 1, 2019 is subject to the Regular Vendor Tent Rates.

Community Days will not give any vendor an “Exclusive” for their merchandise and/or services. Due to the limited space available for the event, we reserve the right to limit the number of vendors with the same or similar merchandise.

All vendors must list goods and services provided at their tent. Each tent will be inspected and only approved items may be sold. The city reserves the right to shut down any food vendor that does not comply. No refunds of any type will be issued to a vendor who has been shut down.

Security will be provided on the event grounds. However, vendors should not leave merchandise or personal items in plain sight. The City of North Chicago, Foss Park District or NCCUSD 187 will not be responsible for lost or stolen items.

Vendors are responsible for cleanup around your booth area.

Please indicate any booth requests on your application. *Please note: booth location requests are accepted, but not guaranteed.*

THERE WILL BE NO VENDOR ACCESS FROM LEWIS AVENUE! ANY VEHICLE THAT ACCESSES THE FIELD FROM LEWIS AVENUE IS SUBJECT TO BE TICKETED AND FINED.

	Friday, August 2, 2019	Saturday, August 3, 2019	Sunday, August 4, 2019
Set-up	5:00 PM - 7:00 PM	7:00 AM-10:00 AM	9:00 AM - Noon
Hours of Operation	no vendor hours	11:00 AM-9:00 PM	Noon-7:00 PM

Please return completed applications to:
City of North Chicago | 1850 Lewis Ave. | North Chicago, IL 60064



FOOD VENDORS: includes 15x15 tent, light, water and one (1) 20 amp @ 115v

Early Bird discount due by 6/1	Regular Rate
\$500.00	\$550.00

2 Days- Saturday and Sunday

All Food Vendors must provide:

- **Temporary Food Service Sanitation Certificate** on or before July 7, 2019 from the Lake County Health Department. *Failure to comply by the deadline will result in the forfeiture of the vendor tent. No refunds will be issued to a vendor who has not submitted a Food Service Certificate. Fax to 847-596-8669 ATTN: Amy Whitis or email to amywhi@northchicago.org.*
- **Certificate of Liability Insurance** is required with application, listing additional insured as: City of North Chicago, Foss Park District and NCCUSD 187.

Food Vendor Parking and Site Access

Parking is available for Food Vendors in the back field (west side) of the event site. Access the field from Kennedy Drive and there will be an entrance checkpoint for all Food Vendors.

NON-FOOD VENDORS:

Choose Non-Food Vendor Type	Early Bird discount Due by 6/1	Regular Rate
Arts & Crafts Vendor At least 50% of merchandise must be hand-crafted by the vendor. Must submit photographs of goods with application. May share 10x10 tent with other arts & crafts vendors, 1 table and 2 chairs. May sell goods - NO FOOD SALES	\$125.00	\$200.00
Small Business Vendor Privately operated or owned local business. May share 10x10 tent with other small businesses, 1 table and 2 chairs. May sell goods or services - NO FOOD SALES	\$175.00	\$225.00
Commercial Vendor Large corporation, franchise or nationwide company. Individual 10x10 tent, 1 table and 2 chairs. May sell goods or services - NO FOOD SALES	\$375.00	\$450.00
Non-Profit Vendor For non-profit organizations only. Individual 10x10 tent, 1 table and 2 chairs. No selling of goods or services	\$100.00	\$175.00

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APPLICATION

Company/Organization Name

Address / City / State/ Zip

Contact Person

Phone

Email

SPONSORS

GOLD
\$15,000

SILVER
\$10,000

BRONZE
\$7,500

PARTNER
\$5,000

FRIEND
\$2,500

SUPPORTER
\$1,000

VENDORS (select one)

Vendor Type	Early Bird Rate (prior to 6/1)	Regular Rate
Food	\$500.00	\$550.00
Non-Food		
Arts and Crafts	\$125.00	\$200.00
Small Business	\$175.00	\$225.00
Commercial	\$375.00	\$450.00
Non-Profit	\$100.00	\$175.00

All Vendor Tents

Each tent will be inspected at time of check-in and only approved items may be sold or given away * *

List the types of goods and services that will be available:

Parade Participants

of people

Marching Only (no vehicle)

Float

Truck/SUV

\$50.00-Community Group

\$100.00-Political

\$100.00 Business

I have read and fully understand the above North Chicago Community Days Application and Vendor Information

Signature of Applicant: _____

Date: _____

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