



2020 Devon's Got Talent Bazaar Vendor and Advertiser Application

Application and Booth Fee Due October 12, 2020

Event Date: Sunday, November 1, 2:00 PM–6:00 PM

Event Location: Croatian Cultural Center, 2845 W. Devon Ave.

Event Website: www.ondevon.org

Rogers Park Business Alliance invites your business to be a part of Devon's Got Talent as a Bazaar Vendor and/or Advertiser for our 2020 event. Bazaar Vendor's business must be located on Devon Ave. or within the SSA 43 area. Advertiser opportunities are open to any business.

This application is a contract based upon the terms set forth by the rules and guidelines below. Fines, penalties and/or removal from the event will be enforced for non-compliance. Please read them carefully before completing and signing your application. Your signature acknowledges that you have read and understand the rules and guidelines as well as all fines, penalties or other actions that may be taken. **APPLICATIONS THAT ARE NOT SIGNED AND DO NOT INCLUDE FULL PAYMENT WILL NOT BE PROCESSED OR CONSIDERED FOR ACCEPTANCE.**

BAZAAR VENDOR AND ADVERTISER RULES AND GUIDELINES

Bazaar Vendor Application **MUST be completely filled out, signed** and submitted with payment by **October 12, 2020**.

The Rogers Park Business Alliance (RPBA) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to the RPBA will not be allowed to participate until outstanding financial obligations are rectified.**

Fee to reserve an 8' x 6' display area is \$50 per vendor and will be returned to the vendor on the day of the event.

Any vendor not approved to exhibit at the event will be notified and will receive a full refund of the booth fees.

VENDOR BOOTH REQUIREMENTS

- Exclusivity is **NOT** guaranteed to ANY participant.
- Space is **NOT** assigned and reserved until payment and signed application are received.
- Spaces are assigned by event management. Requests may be considered, but final vendor placement is non-negotiable.
- Devon's Got Talent will supply vendors with one 8' banquet table. Vendors are responsible for their own signage, table coverings, table skirts, easels, product displays, chairs or any other items necessary to display your product or provide your service.
- Vendors are responsible for sharing Booth Requirements, Rules and Guidelines with all staff.
- Vendors may **NOT** tack, tape, nail or otherwise adhere signs or any other items to the facility walls. Please bring an easel or free-standing banners or signage.

- Please do **NOT** staple or tack table coverings/skirting to the banquet table. Use tape or non-permanent adhesive.
- Please use care to not damage or gouge the floor of the facility when moving tables or heavy items.
- Participants may **ONLY** market from their assigned space.
- All participants should have a plan for safe handling of money (i.e. the periodic removal of cash from the area and a secure method for maintaining cash on site). Some City events have reported thefts from vendor booths. Please plan accordingly.
- In an effort to protect your space and effectively maintain the cleanliness of the event, if your booth cannot be staffed for the duration of the event, you will be required to "close the booth" and remove all items from your area. **Vendors who do not adhere to this policy will be fined \$75.**

SET UP AND TEAR DOWN

- Participants will be able to enter the facility and set up at 12:00 PM the day of the event. Vendors are asked to have their area ready for the public when the doors open at 2:00 PM.
- Vendors are requested to tear down their booth beginning at 6:00 PM and remove all product, booth materials, etc. by 7:00 PM. Any items not removed or left behind will be disposed of at the discretion of the event management company and RPBA.

BAZAAR VENDOR AND ADVERTISER RULES AND GUIDELINES (cont'd.)

GENERAL

- All Bazaar participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the event. Anyone found in violation of these rules can be immediately removed from the event and prosecuted at the RPBA's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/RPBA reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- RPBA, BBIG, employees, related event providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to any of the participants in the Devon's Got Talent Bazaar or property prior to, during or subsequent to the period covered by this contract. The Vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- RPBA and BBIG are not liable for injury or litigation arising from the products/services you or your company offer to the public. Products offered must comply with applicable state and federal laws.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Devon's Got Talent, the Rogers Park Business Alliance and/or Big Buzz Idea Group.

PROGRAM ADVERTISER INFORMATION

Show support for Devon's Got Talent while promoting your company in the program. Place a color coupon or ad in the Devon's Got Talent Program Book. Ad should be created at print size and submitted as a 300 dpi jpg or a high resolution PDF file.

APPLICATIONS THAT ARE NOT SIGNED AND DO NOT INCLUDE FULL PAYMENT WILL NOT BE PROCESSED OR CONSIDERED FOR ACCEPTANCE.

Four sizes are available:

Full page, 6.75 x 5 inches	\$250
Half page, 3.375 x 5 inches	\$200
One-third page, 2.25 x 5 inches	\$150
One-sixth page, 2.25 x 2.25 inches	\$100

THIS SPACE INTENTIONALLY LEFT BLANK

BAZAAR VENDOR AND ADVERTISER APPLICATION

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Located on Devon Ave. or in SSA 43 Area Yes No

Company _____

Display Name (as it should appear on all listings and promo materials) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ FEIN/IDOR# (Required) _____

Vendor _____ Email Address (Required) _____

Payment Contact Same as Vendor Contact Phone _____ Email Address (Required) _____

Day-of-Event Contact (Onsite / Pre-Event Info) Same as Vendor Contact Mobile Phone _____ Email Address (Required) _____

Method of Payment: Cash Check (Payable to: Rogers Park Business Alliance) Credit Card

Credit Card Number _____ Expiration Date _____ Security Code _____

Credit Card Holder Name _____ Billing Address _____ Signature of Card Holder _____

BOOTH INFORMATION (Please type or print legibly)

Vendors will be provided an 8' x 6' area to display and promote their product or service. Devon's Got Talent Bazaar will provide vendors with one (1) 8' banquet table. The vendor is responsible for any table coverings, displays, chairs, or signage. Limited electricity is available for an additional charge. Please advise if needed.

Booth space is NOT reserved until full payment and a signed form are received. Booths are assigned on a first-come, first-served basis.

List and describe products/services

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines. Any non-compliance may result in immediate removal from the event and further action will be taken if necessary.

BOOTH FEE (See reverse side for event rules and guidelines)

8' x 6' DISPLAY AREA \$50 \$ _____

PROGRAM ADVERTISER

Full Page: \$250 \$ _____

Half Page: \$200 \$ _____

One-Third Page: \$150 \$ _____

One-Sixth Page: \$100 \$ _____

TOTAL DUE WITH APPLICATION \$ _____

Application will not be processed and space will not be secured until full payment and signed application are received. Please make all checks payable to the **Rogers Park Business Alliance**. Application and payment should be submitted to:

Big Buzz Idea Group
 Attn: Devon's Got Talent Bazaar
 4055 W. Peterson Ave., Suite 105
 Chicago, IL 60646
 OR
 Email: Amanda@BigBuzzIdeaGroup.com

For more information, contact Amanda, Big Buzz Idea Group at (773) 804-8589 or email Amanda@BigBuzzIdeaGroup.com.

I have read, understand and will comply with the rules and guidelines set forth. **Application will NOT be processed if not checked and signed below.**



 VENDOR SIGNATURE DATE