

Non-Profit Application



Application Deadline: April 23rd, 2010

The Metronome Celebration

June 5th and 6th, 2010

2000 N. Milwaukee @ Armitage + Western, Chicago, IL 60647

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

Applicant Information

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Number: _____ Fax: _____

Email Address: _____ Website: _____

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 Metronome Chicago

Images Required – Photos or Slides

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

Event Fees

Standard 10' x 10' Booth Fee \$245 _____ 40' of Solid Side Walls \$50 _____

10' x 20' Booth Fee \$475 _____ Electricity \$150 (2-110v Outlets) _____

If applying after **April 24th, 2010** _____
Late Registration Fee \$50 _____

Corner Space Upgrade \$100 _____
(If available) _____

Tables # _____ @ \$25 Each _____

Chairs # _____ @ \$10 Each _____

Canopy (10x10) \$150 Each _____ Promotion Code: _____

Equipment Deposit of \$200 Required for Rentals Only

*Include Separate Check Made Payable to: **Metronome Chicago, LLC*** **Total Amount Due \$** _____

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Method of Payment (Make Check or Money Order Payable to: Metronome Chicago, LLC)

Please specify payment type by checking the appropriate box below.

Check

Credit Card

Money Order

Credit Cards Accepted by Metronome Chicago include: Visa, MasterCard, AMEX, Discover

Account Number: _____ Exp. Date: _____ CVS Code: _____

Name as it Appears on Card: _____

Mailing Address of Account: _____

Application Check List

Your application will be considered only if the following items are complete (Check all Boxes):

- 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 **Metronome Chicago, LLC**
- Include a separate check for equipment deposit (only if renting equipment) payable to Metronome Chicago, LLC
- Enclose 3 images with your application – Email 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.*

Application Submission

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

Metronome Chicago, LLC
2029 W Homer Ave.
Chicago, IL 60647

Note: Faxed applications will NOT be accepted

Agreement

The above-mentioned participant hereby submits this application for participation in Metronome Celebration. 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 Metronome Chicago. Keep a copy of the entire agreement for your records.

Signature: _____

Print Name: _____

Date: _____

OFFICE USE ONLY

Vendor #: _____

Date Received: _____

Accepted _____

Rejected _____

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

Non-Profit Application

Terms & Conditions

The Participant hereby submits its application to receive onsite Rights in the **Metronome Celebration** (“**Metronome**”) to be held on **June 5-6, 2010**. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by Metronome Chicago, (Metronome Chicago, LLC) in the exercise of its sole discretion and that, if your application is accepted, your participation will be subject to the terms and conditions contained herein.

*** Application Deadline: April 23rd, 2010**

Event Details

The **Metronome Celebration** is a community festival produced on behalf of the **Logan Square Neighborhood Coalition (“LSNC”)**. This Event is a fundraising activity for purpose of supporting LSNC and their mission and objectives. Select portions of the proceeds may be used for local development and community outreach programs. **Metronome** will take place on **2000 N. Milwaukee at Armitage, Chicago, IL 60647**. Metronome Chicago, LLC shall have the right to control all aspects of the **Metronome Celebration**.

•Participation

The Participant desires to participate in **Metronome** by providing products and services to our general public. If the Participant’s Application is accepted by Metronome Chicago, LLC, the Participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of Metronome, LLC. The Participant agrees to not sell or distribute merchandise that includes the event logo, the term “**Metronome**”, “**Metronome Celebration**”, or any other likeness associated with our event without prior written consent of Metronome Chicago, LLC.

•Hours of Operation

The Participant agrees to remain open for business between the hours of **Saturday from 12:00 p.m. to 10:00 p.m. and Sunday from 12:00 p.m. to 10:00 p.m.** 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. In the event an early closure is granted, participant must remove operations by hand or cart. Vehicles are not allowed on venue during event hours under any circumstances.

•Set-Up Operations

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, June 5th at 11:00am and Sunday, June 6th at 11:00am**.

General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of Metronome and the reputation of Metronome Chicago, LLC and the LSNC. In the event that Metronome Chicago, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Metronome, Metronome Chicago, LLC or the LSNC, or Metronome Chicago may expel the Participant from Metronome, and the Participant shall forfeit its entry fee.

•Acceptance

Metronome Chicago, LLC shall notify the Participant whether its application has been accepted or rejected. Metronome 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. Metronome Chicago, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of Metronome Chicago, 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 \$100.00 per show 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 Metronome if the participant is dismissed, booth spaced 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 Metronome, 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 Metronome if found to be in violation of any Terms and Conditions.

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•Legal Department

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during Metronome and shall insure its merchandise against loss by theft or damage. The Participant hereby releases Metronome Chicago, LLC and the LSNC, its officers, directors and members from any and all claims for, and agrees that Metronome Chicago, LLC and the LSNC, 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. The Participant further agrees to indemnify and hold Metronome Chicago, LLC and the LSNC, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about the Metronome 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 Metronome.

Application Details

•Slides & Photos

All NFP's are required to include at least 3 slides or photos as a sampling of their offerings. Label all slides and photos with first and last name. These slides will be used to determine acceptance to the festival, booth placement, etc. It is in the best interest of the NFP to use very clear, clean, and professional images that best represent your complete offerings. All submitted slides and photos may not be returned to applicant. Metronome requests Participants to submit new images for each 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: **April 23rd, 2010**

Applications received by **April 23rd, 2010** will be considered for acceptance to Metronome and will receive confirmation on or before **May 17th, 2010**.

•Late Applications

Any applications received after **April 23rd, 2010** but before **May 31st, 2010** will also be considered for acceptance to Metronome. Those applications will need to include a \$50 late application fee. Those applications will receive a confirmation notice after application is processed.

Booth Requirements

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

•Equipment and Signage

The Participant is responsible for returning all tables, chairs and tents rented at event to Metronome Chicago, LLC at the conclusion of the festival. Metronome Chicago, 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.

•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 Metronome Chicago, 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 Metronome. Participant will be required to recycle and dispose of all trash produced by their operation – as directed by Metronome Chicago, LLC. Specific maintenance operations will be provided to all participants at the Event.

•Parking & Vehicle Storage

All vehicles must be removed from venue one hour prior to start time. Street parking may be available as well as pay parking operations. Any vendor vehicles left on venue will be towed.

•Booth Security

The Participant will be solely responsible for any items left overnight in booth space. Off duty police will patrol the grounds overnight on Saturday, June 5th, but will not be able to watch all spaces at all times. Metronome Chicago and the Logan Square Neighborhood Coalition are not responsible for any items lost, stolen or damaged in booth space.