



# Retro on Roscoe

August 11th & 12th, 2012

2000 - 2400 W. Roscoe, Chicago, IL

Saturday from 12:00 pm to 10:30 pm 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 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

Artisans are skilled craftspeople who personally create, produce, and manufacture their own goods for sale. Imported goods are not allowed for artisans. List and describe items you propose to sell. Please be very specific, attach a separate sheet if necessary.

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

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

### Event Fees

<b>Standard 10' by 10' Booth Fee Only</b> .....	<b>\$325</b>	_____
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 6/15/2012 .....	\$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!

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.

**Note:** If paying by Credit Card, you will be required to pay an additional 3.25% convenience fee.

Check

Credit Card

Money Order

Credit Cards Accepted by Roscoe Village Neighbors include: **Visa and Mastercard Only**

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

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

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

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

**Make Check or Money Order Payable to: Roscoe Village Neighbors**

*\* If paying by check, no personal checks will be accepted 2 weeks prior to events.*

## 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
- \* Enclose full payment made payable to **Roscoe Village Neighbors**
- \* 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 will be returned without space reservation.**

## 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:** E-mail & faxed applications will **NOT** be accepted, no exceptions

## NOTE



*No Exceptions*

**All Participants  
Must Use a  
White Canopy**

## Agreement

The above mentioned participant hereby submits this application for participation in **Retro on Roscoe**. 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 and 2 of this agreement to StarEvents. Please keep a copy of the entire agreement for your records.

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

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

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

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

*Please Note: chargebacks and declined transactions may be subject to an additional handling fee.*

## OFFICE USE ONLY

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

Date \_\_\_\_\_

Accepted \_\_\_\_\_

Rejected \_\_\_\_\_

## Terms & Conditions

The Participant hereby submits its application to receive onsite Rights in the **Retro on Roscoe** ("**Retro on Roscoe**") to be held on **August 11th & 12th, 2012**. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by StarEvents, (StarEvents, 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.

### EVENT DETAILS

**Retro on Roscoe** is a community festival produced on behalf of Roscoe Village Neighbors. This Event is a fundraising activity for purpose of supporting Roscoe Village Neighbors and their mission and objectives. Proceeds will be used for local development and community outreach programs. **Retro on Roscoe** will take place on **2000 - 2400 W. Roscoe, Chicago, IL**. StarEvents and the **Roscoe Village Neighbors** shall have the right to control all aspects of **Retro on Roscoe**.

### Participation

The Participant desires to participate in **Retro on Roscoe** by providing arts and crafts to our general public. If the Participant's Application is accepted by StarEvents, LLC, 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 "**Retro on Roscoe**", or any other likeness associated with our event without prior written consent of StarEvents, LLC.

### Set-Up Operations

Participants may arrive for setup at **Saturday August 6th 6:00 am to 10:00 am**.

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. Participants will be provided specific instructions related to parking and guidelines must be followed. The participant will forfeit the assigned space if unoccupied on **Saturday, August 6th at 11:00 am and Sunday, August 7th at 11:00 am**.

### General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of **Retro on Roscoe** and the reputation of StarEvents, LLC and the **Roscoe Village Neighbors**. In the event that StarEvents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to **Retro on Roscoe**, StarEvents, LLC or the **Roscoe Village Neighbors**, StarEvents may expel the Participant from **Retro on Roscoe**, 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 **Retro on Roscoe** 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 Retro on Roscoe, 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 Retro on Roscoe 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 **Retro on Roscoe** and shall insure its merchandise against loss by theft or damage. The Participant hereby releases StarEvents, LLC and the **Roscoe Village Neighbors**, its officers, directors and members from any and all claims for, and agrees that StarEvents, LLC and the **Roscoe Village Neighbors**, 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 StarEvents, LLC and the **Roscoe Village Neighbors**, 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 **Retro on Roscoe** 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 **Retro on Roscoe**.

## APPLICATION DETAILS

### Slides & Photos

All artisans 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 artisan 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: **6/15/2012**

Applications received by **6/15/2012** will be considered for acceptance to **Retro on Roscoe** and will receive confirmation on or before **7/15/2012**.

### Late Applications

Any applications received after **6/15/2012** but before **7/1/2012** will also be considered for acceptance to **Retro on Roscoe**. 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 **Retro on Roscoe** area with the approximate square footage of **10 feet by 10 feet**. All merchandise, equipment and materials **MUST** fit inside 10 feet by 10 feet. 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 **Retro on Roscoe** 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. You **must have a white canopy**. Canopies or signage may not exceed 10 feet in height. All signage must be clean and properly placed. Specific rules will be forwarded to all participants that are accepted in relation to signage. Participant is responsible for appropriate measures, i.e. sand bags, to support canopy during possible inclement weather. Sandbags can NOT be removed from barricades for any purpose.

### 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 **Retro on Roscoe**. 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 Roscoe Village Neighbors are not responsible for any items lost, stolen or damaged in booth space.