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## ITO (NITCS) 2017 TEJANO FESTIVAL VENDOR RULES & CONTRACT

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**Dates and Hours:** Saturday, July 29, 2017 11:00am – 11:00pm

**Venue:** Scandinavian Park, Incorporated NFP (VASA Park)  
35 W 217 Route 31  
South Elgin, Illinois 60177

### VENDOR RULES

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1. All space fees for the event are non-refundable. Upon leaving the event, Vendor shall remove and properly dispose of all rubbish, trash and discarded materials, including food and grease. Vendor is responsible for bringing appropriate containers for disposal and removal of such disposables. ALL GREASE SHALL BE PROPERLY DISCARDED AND REMOVED FROM THE FESTIVAL GROUNDS BY THE VENDOR AND SHALL **NOT** BE DISCARDED INTO ANY FESTIVAL DUMPSTER.
2. Space to be rented is a 11' x 11' space. If you need additional space, an additional fee will be required.
3. Priority in location of leased space shall be given to those vendors in their respective area in the **order that they return signed contracts with payment.**
4. Booth/Concession set up shall is available Saturday July 29, 2017: not begin before 9:00 am and must be completed by 11:00 am Saturday, July 29, 2017. Doors scheduled to open at 9:00 am. Booth/trailer and all supplies must be removed by 12:00 midnight Saturday, July 29, 2017. With prior notice, special arrangements may be made if vendors are unable to comply with the aforementioned items.
5. The ITO reserves the right to prohibit and remove the exhibit and/or sale of items that are not in keeping with the family nature of the event and which offend the moral standards of the Community or are found to be causing a nuisance or disturbance by selling them at the Festival. Food and Snack Vendors will be prohibited from selling food items which have not been listed and approved on the Vendor Contract. Similarly, no unethical or unlawful practice will be tolerated.
6. Although there will be security patrolling the area during the Festival, the ITO and The Scandinavian Park, Incorporated NFP (VASA Park) assume no responsibility for the security of the Vendor's property and the Vendor agrees to hold the ITO and The Scandinavian Park, Incorporated NFP (VASA Park) harmless.

7. All items for sale must be conspicuously priced on signs for the food items and on signs near the individual items of merchandise.
8. All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the ITO or management herein as much assume all responsibility for withholding taxes, Social Security, State taxes, Public Liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from and during the Festival and for accident or injury to himself and/or his equipment.
9. Food and Snack Vendors shall list the food items for sale in said contract and shall not be permitted to sell any additional food items including liquor.
10. Vendor may receive deliveries during Festival hours.
11. Three-wire, grounded electrical extension cords of wire gauge adequate for your electrical appliance usage must be provided by Vendor.
12. Vendors who require use of electricity will be required to provide their own generator.
13. Each Food and Snack Vendor must provide a copy of the Illinois Department Food Permit. A copy of the Health Department rules and guidelines will be provided to Food and Snack Vendors.
14. Vendor agrees to keep the required licenses active during the duration of the above stated date and displayed in their booths at all times during the Festival.
15. Vendor supplies all set up needs such as tables, canopy, lights, proper extension cords, etc.
16. The Illinois Tejano Organization (formerly Northern Illinois Tejano Cultural Society) reserves the right to deny any application.

This agreement is between the Illinois Tejano Organization and \_\_\_\_\_,  
 hereafter known as "Vendor". (Vendor Name)

It is agreed that the Vendor will pay the required fee according to the schedule provided herein per space to the ITO. As an ITO Vendor you will be expected to keep your area clean and free of trash and the adjacent trash barrels are to be dumped when needed into the Festival's dumpster.

Please fill out the following information retaining one copy of this contract for your records. Return the signed contract with your check (payable to ITO/NITCS) and one (1) copy of Illinois Health Department License by July 14, 2017 to:

ITO/NITCS  
 P.O. Box 5824  
 Aurora, Illinois 60507.

**VENDOR CONTRACT**

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NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DESCRIPTION OF SALE ITEMS/FOOD ITEMS:  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF SPACES (Booths) NEEDED: \_\_\_\_\_

Vendor Type		Fee
Food (Meals)		\$300.00
Snack		\$75.00
Merchandise		\$200.00
Information		\$75.00

AMOUNT ENCLOSED: \$ \_\_\_\_\_

(Fee schedule assumes 1 – 11’X11’ space. Additional spaces will be assessed additional fees.)

With my signature below, I certify that I have read, understand and agree to abide by the above stated and that said rules are part of my vendor contract as fully set forth herein. I realize that failure to comply may result in my being asked to leave during the Festival and that I would forfeit all fees. I understand that I am responsible for my own space, material, and permits, and shall hold harmless the Illinois Tejano Organization (formerly NITCS), The Scandinavian Park, Incorporated NFP (VASA Park), The Village of South Elgin, Illinois or Kane County for any damages.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved by ITO Board Member \_\_\_\_\_

Denied by ITO Board Member \_\_\_\_\_

Reason for Denial of Application: \_\_\_\_\_

\_\_\_\_\_

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

Signed: \_\_\_\_\_