

APPLICATION DEADLINE: July 1st, 2010

Ship and Shore FESTIVAL

August 13th-15th, 2010

Friday 6pm – Midnight

Saturday 11am – Midnight

Sunday 11am – 6pm



Beneficiary: NBBA (New Buffalo Business Association)

A.) Type of Vendor (check one)

Not-for-profit Artisan Merchant Sponsor

Vendors selling serviced, machine made or mass produced items must apply as a Merchant.

Artisans must sell exclusively hand-made items such as paintings, jewelry, sculpture, etc.

⇒ **No Vendors may sell alcoholic beverages. Only Food Vendors may sell non-alcoholic beverages**

Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please call Tom Neubauer 773.334.9622 for further details. You should NOT fill out this application unless directed to do so by Tom Neubauer.

For all other vendor application questions please call Jo Williams 312.633.2600.

B.) Contact Information (All Information is REQUIRED)

Name of Business: _____

Contact Name: _____

Address: _____

City: _____

Work Number: _____ Cell Number: _____ Fax Number: _____

Email Address: _____ Web Address: _____

C.) Detailed Product Description

1. _____
2. _____
3. _____
4. _____

D.) Event Fees

Check Appropriate Boxes

Booth Space: (Select one, Booth Fee includes applicable City and State Permits)

	Non-Member	NBBA Member
<input type="checkbox"/> Not-For-Profit	\$100	\$100
<input type="checkbox"/> Artisan (handcrafted by seller).....	\$200	\$150
<input type="checkbox"/> Merchant	\$350	\$250

Equipment Options:

<input type="checkbox"/> Canopy (10 x 10) \$180 Each	\$ _____
<input type="checkbox"/> Electricity: (2 110v outlets) \$150.....	\$ _____
<input type="checkbox"/> Tables # _____ \$15 Each	\$ _____
<input type="checkbox"/> Chairs # _____ \$5 Each	\$ _____

Total Amount Due \$ _____

(Booth Fee + Equipment Rental Fees)

⇒ **Payment made out to: New Buffalo Business Association**

⇒ **Please mail checks and completed applications to:
Ravenswood Event Services 1100 W. Cermak, Unit B411, Chicago IL 60608**

Phone: 312.633.2600 Fax: 312.633.9880

Applications **MUST** be submitted with full payment to be considered. There are **NO EXCEPTIONS** to this rule. All payments will be processed regardless of your status of acceptance into festival.

⇒ **Electricity: If electricity is required, it **MUST** be purchased from Ravenswood Event Services — personal generators are not acceptable at any street festival. Desired space is not guaranteed as booths with electricity will be grouped together**

Please list the items that will be using electricity. (Be specific)

Item _____ Amps/Volts

Item _____ Amps/Volts

Item _____ Amps/Volts

Item _____ Amps/Volts

E.) Application Checklist

Materials Required:

Your application will NOT be processed without the following information:

- Read all Terms & Conditions
- Complete and SIGN festival application.
- Enclose Full Payment (space fees, rentals, and electric fees)
- Enclose Photos of slides or wares (including self-addressed stamped envelope to return)

F.) Terms & Conditions

The undersigned (the "Participant") hereby submits its application for on-site rights at Ship and Shore Festival (the "Event") to be held AUGUST 13TH-15TH, 2010 at WHITTAKER STREET IN NEW BUFFALO, MI. By submitting this application the Participant acknowledges that its application may be accepted or rejected by Traffic PR (the "Producer") in the exercise of its sole discretion and that, if its application is accepted, its participation will be subject to the terms and conditions contained herein.

▪ Participation

The Event will take place on Whittaker Street in New Buffalo, MI. If the Participant's application is accepted by the Producer, the Participant agrees to remain open for business from 6pm to Midnight on Friday, 11am to Midnight on Saturday and 11am to 6pm on Sunday. The Event will remain open regardless of weather conditions, although operations may be suspended during severe weather. The Participant desires to participate in the Event by providing arts and crafts, food, non-alcoholic beverages, other merchandise for sale, or to showcase services to the general public. If the Participant is accepted by the Producer, the Participant agrees to sell only those items listed on the application. No other merchandise will be permitted without prior written consent of the Producer. The Participant agrees not to sell or distribute merchandise that includes the event logo without prior written consent from the Producer.

▪ Contract Cancellation

The Producer and the NBBA (The "Event Beneficiary") have the right to control all aspects of the Event. The Participant agrees to conduct its business in a manner that is most likely to enhance the success of the Event and the reputation of the Producer and the Event Beneficiary. The Producer and the Beneficiary reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by the Producer or Event Beneficiary will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines stated within will not be eligible for refunds.

▪ Set-up & Tear Down

Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. The Participant shall remove all vehicles and other items in conjunction with setting up for the Event at least one (1) hour prior to the Event's start time. The Participant will be notified when it is safe to bring their vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.

▪ Operations

The Participant will be solely responsible for the appearance of its space. The Participant shall be ready to operate its business by 6pm Friday and 11am both Saturday and Sunday.

The Participant shall maintain its space in a neat, clean and sanitary condition during the event and shall dispose of all trash produced. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.

Unless otherwise specified, running water is NOT provided.

The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.

Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by The Producer and the Event Beneficiary. You are directly responsible for any city violated ordinances and fines.

Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.

▪ Application Processing

Only those applications submitted on or before July 1st, 2010 and accompanied by payment in full of the applicable entry fees shall be considered. The Producer will fill out and submit all appropriate licenses for this application. The Producer shall notify the Participant whether its application has been accepted or rejected by July 16th, 2010. In the event the Participant's application has been rejected, the entry fee will be refunded. The Producer does not guarantee exclusivity to any Participant, nor has the Participant relied on any representation or guarantee of the Producer regarding the revenues to be generated by the Participant.

If the Participant's application is accepted, the Participant may be assigned a space within the Event with the approximate square footage of 10 feet by 10 feet. Additional space may be made available by the Producer upon receipt of the Participant's application, at an additional cost to be determined by the Producer. The location of the Participant's space within the Event shall be determined by the Producer in the exercise of its sole discretion. The Participant agrees to accept the space as designed by the Producer. The Participant agrees to conduct its business only within the space assigned by the Producer.

▪ **Indemnification**

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during the Event and shall insure its merchandise against loss by theft or damage. Traffic PR and the NBBA, Ravenswood Event Services, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract. The participant signing this contract further agrees to indemnify and hold Traffic PR, The NBBA, its officers, directors, and members harmless, from and against any and all claims for personal injury, loss by theft or damage, 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 the Event.

▪ **Refund Process**

Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.

A \$50 non-refundable administration fee will be applied to any cancelled application. Cancellations made between July 16th - July 30th, 2010 will forfeit 50% of total fees paid. Cancellations made after July 30th, 2010 (including day of event) will NOT be entitled to a refund. All denied applications will receive a full refund.

Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds. All refund checks will be made out to the account holder listed on the initial payment, unless specified otherwise.

The above-mentioned participant hereby submits this application for participation in SHIP & SHORE FESTIVAL. By signing this application the Participant has read and agrees to all the terms and conditions contained in each page of the agreement. Please keep a copy of this application for your records.

Signature: _____

Print Name: _____

Date: _____

For Office Use Only

Date Received: _____ Amount \$: _____ Check Number: _____

Accepted _____

Rejected _____