

HEGEWISCH FEST 2024

SAT, AUG 3RD – 11:00 AM to 10:00 PM

SUN, AUG 4TH – 12:00 PM to 7:00 PM

13323 S Green Bay Ave, Chicago IL 60633

CRAFT and RETAIL VENDOR APPLICATION

HEGEWISCH BUSINESS ASSOCIATION

Vendor Information

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____ Website: _____

Illinois Business Tax (IBT) Number: _____

If you currently do not have an IBT Number contact Illinois Department of Revenue weekdays between 8:00 am and 4:30 pm (217) 785-3707 to apply. Please note that there is no registration fee to obtain an IBT Number.

Please provide a detailed list of items to be sold:

USE A SEPARATE SHEET OF PAPER IF NEEDED



Craft and Retail Vendor Fees

\$25.00 City of Chicago, per vendor application fee

\$75.00 Hegewisch Business Association fee

NOTE:

Only one business per tent is allowed.

HBA OFFICE USE

PAYMENT METHOD

Cash: \$ _____

Check: # _____

Payable to: Hegewisch Business Association

\$35 fee for all returned checks for nonpayment

Credit Card: Visa _____

MasterCard _____

Discover _____

Amex _____

Please call HBA office with credit card information

(773) 437 - 3680

PAYMENT RECEIVED: _____

(Date) (HBA Initials)

Craft and Retail Vendor Requirements

- Vendor agrees to hold harmless **Hegewisch Business Association** from any and all claims, demands, suits, damages, liability, loss, expenses and attorney fees which may arise out of any action of failure to act of the applicant (Vendor) or any of its employees, representatives, or assignees including but not limited to, claims and hold **Hegewisch Business Association** harmless from all claims and liabilities.
- The applicant, agent, employee, or assignees shall not hold the **Hegewisch Business Association** or Property owners, City of Chicago or Management accountable for or liable in case of fire, water, venue utility disruption and other acts of GOD or any accident or loss.
- Vendor is responsible to carry all liability insurance for personal property, public liability, and personal injury.

Craft and Retail Vendor Responsibilities

- Vendors **can begin setting up after 9:00 am** and **should be completed no later than 30 minutes before the events start time.**
- Vendors are responsible for **collecting all sales tax** and reporting per state and city regulations.
- Any products with name brand logos must be authentic and licensed by the company.
- Unlicensed, stolen, or counterfeit products are considered illegal and are prohibited at all events.
- Vendors must obtain all required licenses and permits to participate in all events hosted by the **Hegewisch Business Association.**
- **Cancellations: NO REFUND IS RETURNED UNLESS EVENT IS CANCELED prior to the event. The Hegewisch Business Association is not allowing for rain days or Unforeseen City Enforced Closures.**
- If the vendor fails to show for the event, all fees are forfeited.
- All vendors must provide their own tent, tables, and chairs.

NO ELECTRICITY IS PROVIDED

WE DO NOT HOLD CRAFT and RETAIL VENDOR SPACES

SPOTS ARE FILLED IN THE ORDER THEY ARE RECEIVED

 I have read and agree to abide with all "Vendor Rules and Regulations" listed in this application.

Vendor (Print, Sign and Date): _____

SUBMIT APPLICATION AS FOLLOWS:

Hand Deliver: Office Hours: Monday - Friday, 10:00 am - 3:00 pm
USPS Mail: Hegewisch Business Association, 13323 S Green Bay Ave, Chicago IL 60633
Email: hegewischba@gmail.com

CONTACT:

Sharon Podgorny, HBA Office Manager
Office: (773) 437-3680
Mobile: (773) 213-3512
CALL -or- TEXT EITHER NUMBER