



**8th ANNUAL CHICAGO SISTER CITIES INTERNATIONAL FESTIVAL
DALEY PLAZA
AUGUST 5 – 9, 2013**

Thank you for your interest in the 8th Annual Chicago Sister Cities International Festival, which is a celebration of Chicago's relationships with its 28 sister cities around the globe.

This year's festival will transform Daley Plaza into an international village featuring authentic ethnic cuisine, merchandise and entertainment. The festival, which is free and open to the public, attracts approximately 60,000 visitors ranging from tourists to business professionals to community representatives from Chicago's rich ethnic neighborhoods. With all of Chicago's sister cities highlighted, this festival truly represents the diversity and international spirit that exists in Chicago.

Please read the attached Merchandise Vendor Information Packet for festival details and the application forms that need to be completed in order to participate. Should you have any questions, please contact **Anel Montes** via phone at **(312) 201-4534** or via email at **amontes@chicagosistercities.com**.

Also, please review the below list of Chicago's sister cities to confirm which sister city you will be representing.

Thank you and we look forward to your participation!

CHICAGO'S SISTER CITIES

- | | |
|---------------------------------|-------------------------------|
| Accra, Ghana (1989) | Lahore, Pakistan (2007) |
| Amman, Jordan (2004) | Lucerne, Switzerland (1998) |
| Athens, Greece (1997) | Mexico City, Mexico (1991) |
| Belgrade, Serbia (2005) | Milan, Italy (1973) |
| Birmingham, England (1993) | Moscow, Russia (1997) |
| Bogota, Colombia (2009) | Osaka, Japan (1973) |
| Busan, Republic of Korea (2007) | Paris, France (1996) |
| Casablanca, Morocco (1982) | Petach Tikva, Israel (1994) |
| Delhi, India (2001) | Prague, Czech Republic (1990) |
| Durban, South Africa (1997) | Shanghai, China (1985) |
| Galway, Ireland (1997) | Shenyang, China (1985) |
| Göteborg, Sweden (1987) | Toronto, Canada (1991) |
| Hamburg, Germany (1994) | Vilnius, Lithuania (1993) |
| Kyiv, Ukraine (1991) | Warsaw, Poland (1960) |



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MERCHANDISE VENDOR INFORMATION

Please read the below information carefully and submit the appropriate application forms and requirements by their appropriate submittal due dates (see “**Due Dates**” section on **page 5** of this packet).

The Festival will run from Monday, August 5 through Friday, August 9 from 10:30 a.m. – 5:30 p.m. daily.

Sunday, August 4

12:00 p.m. Vendors will have access to their tents for set-up

Monday, August 5 - Friday, August 9

6:00 a.m. – 7:00 a.m.	Scheduled pick-ups/drop-offs
10:30 a.m.	Festival opens
12:00 p.m. – 1:00 p.m.	Entertainment on Main Stage
5:30 p.m.	Festival closes

TENTS

Vendors will have individual 10 ft. x 10 ft. tents for a fee of \$750. Tents will have up to four 6 ft. tables available (or two 6 ft. tables and one 8 ft. table); however, **CSCI needs to know how many tables you will need so we can order the appropriate amount of tables for each vendor.** In addition, two chairs will be placed in each tent and garbage and recycle bins will be placed nearby for waste, paper and other materials.

Each vendor is encouraged to decorate their space to reflect the culture of their specific sister city. Any display materials you bring must be displayed within your tent space and must not block the view of the festival. No display materials (including signs or banners) can be displayed outside of the tent or below the tables in your tent, and any hanging materials must not damage the tent in any way.

REGISTRATION FEES AND MONEY COLLECTION

Vendors will be responsible for the collection of all monies from sales during the festival.

The registration fee of \$750 for a 10 ft. x 10 ft. tent as described above, includes the tent, up to four 6' x 30" tables (or two 6' x 30" tables and one 8' x 30" table) two chairs, black table cloths and skirting, electricity, daily custodial maintenance, overnight security, signage, advertising and promotion of the festival through Chicago Sister Cities International.

Trash containers will be readily available throughout the venue to aid in the collecting of trash and recyclables.

The registration fee is due by Friday, June 21 and checks can be made payable to:

Chicago Sister Cities International
Attn: Anel Montes
177 North State Street, Suite 500
Chicago, Illinois 60601

Vendors will be responsible for the collection of all monies from sales during the festival. CSCI does not take any portion of sales, so all monies collected belong to the individual vendors.



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SIGNAGE

Chicago Sister Cities International will be providing all signage in order to provide continuity to the festival. Vendor signs will contain the name of your establishment along with the sister city you are representing.

ELECTRICITY

Merchant tents will not have access to electricity during the festival. Please plan accordingly.

MERCHANDISE AND EQUIPMENT DELIVERY

All drop offs/deliveries to Daley Plaza are between **6:00 a.m. – 7:00 a.m.** and then **after 7:00 p.m. daily.** A City of Chicago Department of Transportation Loading Permit will be needed for any and all vehicles that will be parked on Washington Street to load-in or load-out any materials or equipment. This permit will be provided to you by CSCI.

The only exception to the above load-in/out times will be on Sunday, August 4 when vendors will be able to load-in between 12 p.m. and 5 p.m.

Please, bring your own dolly/flatbed for loading and unloading materials.

SECURITY

Security is provided overnight during the length of the festival. Vendor tents will be able to be tied closed at the end of each day and two security guards will monitor the Plaza until the following morning. It is strongly recommended that you do not leave valuables unattended during the day, as Daley Plaza is a public space.



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REQUIRED FORMS AND APPLICATIONS

EACH VENDOR IS REQUIRED TO SUBMIT THE FOLLOWING:

CSCI MERCHANT VENDOR APPLICATION FORM & REGISTRATION FEE – Due June 21

This application is attached, and constitutes your general intent to participate in the festival. You will be notified within two weeks of submitting the form whether your application has been approved or not. **Your registration fee of \$750 is also due at this time.** Please make checks payable to:

Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

Vendors that are not approved will have their registration fee checks returned via postal mail within a week from notification.

CITY OF CHICAGO ITINERANT MERCHANT LICENSE FEE – Due June 21

There is a \$25.00 fee for an Itinerant Merchant License. In years past, we were able to have this fee waived; however, the City of Chicago is not allowing any festival license fee waivers this year. Therefore, each vendor should submit **with their application** a check for \$25 made payable to:

City of Chicago
121 North LaSalle Street, #806
Chicago, Illinois 60602

CSCI will submit your check to the City of Chicago with your complete application. Again, vendors that are not approved will have their checks returned via postal mail within a week from notification.

CERTIFICATE OF INSURANCE – Due June 28

A certificate of insurance evidencing current Commercial General Liability Coverage with a **\$1,000,000 limit per each occurrence and \$2,000,000 General Aggregate** is required.

The following language **must** be listed in the **Certificate Holder section** on the certificate of insurance:

MB Real Estate Services
1203 Richard J. Daley Center
50 West Washington Street
Chicago, Illinois 60602

The following language **must** be listed in the Description of Operations/Locations/Vehicles/Special Items section on the certificate of insurance:

This policy is endorsed to include the City of Chicago, the Public Building Commission of Chicago, MB Real Estate and Chicago Sister Cities International as additional insureds with respect to the Chicago Sister Cities International Festival on Daley Plaza from August 5 – 9, 2013.



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DUE DATES

Friday, June 21:

- CSCI Merchandise Vendor Application Form
- CSCI Registration Fee (\$750)
- City of Chicago Itinerant Merchant License Fee (\$25)

Friday, June 28:

- Certificate of Insurance

SEND DOCUMENTS TO:

Anel Montes
Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

QUESTIONS:

For questions about the festival and Chicago Sister Cities International, please contact: Anel Montes at (312) 201-4534 or amontes@chicagosistercities.com.



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MERCHANDISE VENDOR APPLICATION

Please complete this form (fill in all fields) and return it to Anel Montes at Chicago Sister Cities International (CSCI) by **Friday, June 21**. Upon acceptance, more information will be provided to you.

Festival hours are from 10:30 a.m. to 5:30 p.m. daily.

Representing Sister City:

Business Name:

Illinois Business Tax Number:

If you do not have an Illinois Business Tax (IBT) number, contact the **Illinois Department of Revenue at (217) 785-3707 to apply.**

Vendor Contact Name:

Phone Number:

Cell Phone Number:

Email Address:

Address:

City:

State:

Country:

Zip:

Tent Size: 10 ft. x 10 ft.

Who will be your designated on-site manager?

Please provide a cell phone number for the on-site manager:

Who will be delivering your merchandise to the event? (*Describe truck size and markings/name of delivery service if known*)

**What type of merchandise will you be selling and what is the approximate resale value?
(List all merchandise. Please be specific)**

Will the items be available for sale in your tent or will a sample be displayed for ordering?

Will you need electricity, and if so, to operate what?

Will you have any additional needs?



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Please sign below indicating that we should reserve a tent for you at the festival. Your signature constitutes your genuine intent to participate during the festival dates and your agreement with any fees as stated in this document.

Signature of Approving Vendor Representative

Date

Vendors must abide by the rules and regulations of the Chicago Sister Cities International Festival and the City of Chicago, both of whom have the right to decline vendor participation in the festival. Tents will be assigned on a first-come, first-served basis, pending approval of applications, ensuring that all cities have the opportunity to be represented.

Due to City of Chicago restrictions, registration and cancellation requests must be made in writing and submitted no later than **Friday, June 21, 2013**. Fees are non-refundable for any cancellations made after this date. Registration will not be honored unless payment in full is made.

Please email, fax or mail your completed application to:

Anel Montes
Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

Phone: (312) 201-4534
Cell: (312) 771-3945
Fax: (312) 553-4355
Email: amontes@chicagosistercities.com