

AUSTIN COMMUNITY FEST

Phone: (773) 250-6930 or (773) 638-3800
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Vendor Registration Form

Description of Event:

- Outdoor Community Love Fest, Ella Flagg Young School
- Saturday, August 29, 2015; 10 a.m. until 8 p.m.
- Free Admission to the public. All day entertainment, kid's games and contests.

Festival Information and Requirements: *Please read carefully*

- Vendor Table: 15x15 registration fee is \$50. Payment is due with application. Application Deadline is July 31, 2015. Electricity is limited and available on a first come - first served basis. Vendors must provide their own heavy-duty extension cords (100 ft. minimum).
- All vendor location requests will be considered on a first come - first serve basis and honored whenever possible.
- Please provide a detailed description of your vendor items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendor: Due to logistics of food vendor set-up, you are asked to check in between 5 – 6 a.m. Due to safety issues, food vendors who arrive after 6 a.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- All other vendors must check-in between 6-8 a.m. Due to safety issues, arrivals after 8 a.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- Booths must be completely set-up by 10 a.m. The festival requests that all vendor booths remain open until 4 p.m.
- Vendors will have from 5-8 p.m. to pack-up. All vendors must be off festival grounds by 10 p.m.
- To prevent accident or injury, any vendor wishing to leave early MUST notify a festival official. With permission, booths that can be packed-up and "walked-out" will be allowed to do so. No vehicles will be allowed on the festival grounds before 8 p.m., without the permission and escort of a festival official.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
- Each applicant will receive a confirmation letter upon receipt of their application and a map and directions will be mailed prior to the event.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendor fees are non-refundable.
- All vendors are required to show proof of liability insurance and read and sign attached waiver. Please fill out vendor registration completely.
- Vendor Registration Forms must be return by July 31, 2015.

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Vendor Registration Form

Vendor Name/Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone #1: _____ #2: _____

Description of items to sell: _____

Austin Empowerment Coalition, Greater St. John Bible Church or their affiliates will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the Community Love Fest

Signature of Vendor: _____

Date: _____

I have enclosed a check or money order payable to Austin Empowerment Coalition.

RETURN COMPLETED FORM BY JULY 31, 2015 TO:

Austin Empowerment Coalition, 1256 N. Waller, Chicago, IL 60651