

WHEN: SATURDAY, SEPTEMBER 16, 2023
SUNDAY, SEPTEMBER 17, 2023

TIME: SATURDAY-1:00 P.M TO 10:00 P.M.
SUNDAY-1:00 P.M. to 6:00 P.M.



WHERE: DOWNTOWN
(MAIN STREET, WEST CHICAGO)

WHAT: 10'X10' SPACE (NO TABLES OR TENTS PROVIDED)

Food & Merch Booth
GENERAL INFORMATION

1. All types of hand crafted art, photography, sculpture, handicrafts and jewelry are acceptable.
2. Tents, tables and chairs are not provided. Each vendor is responsible for its own set-up, table, table covering and/or chair.
3. All tents must be weighted.
4. You may access your vendor space as early as 7:00am. Arrive at the time that ensures you are set up in time for the 12:00 p.m. site inspection. You must be completely set up by 11:45am.
5. Attendance Guidelines: Booths must be manned between start and end of day. Booths/displays should not be removed before 5:00 p.m. on Sunday Violation of these rules will prohibit vendors from next year's event.
6. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space. Please adhere to this rule out of consideration for other vendors and fire lane restrictions.
7. All items for sale must be priced. Vendors must supply bags or wrappings and a written receipt for all purchases. Collection of State sales tax is the responsibility of each vendor.
8. Each vendor will be notified by e-mail of space assignment and set-up time 2 weeks prior to the event.
9. Vendor parking is available offsite and assigned based on booth location.
10. Vendor spaces are limited in each business category.
11. No refunds due to inclement weather conditions. This is a rain or shine event.
12. Food vendors require a Temporary Food Service Permit, available at DuPage County Health Department (630) 221-7181. All electrical cords must be outdoor grade. Food vendors ARE NOT permitted to dump grease and must provide metal flame shields underneath all cooking grills. Food vendors are also required to have a fire extinguisher present at their booths. All cooking waste must be removed from the festival by vendor-no dumping allowed. Non-West Chicago food vendors require an additional \$100 fee.
13. Food vendors are required to provide a certificate of insurance to the Mexican Cultural Center no later than 2 weeks prior to the event.
14. Photographs taken at the event may be used for future promotion.
15. Vendors shall submit one check for the total amount due.
The check will be deposited upon receipt.
16. Deposit of vendor fees upon receipt of application by the Mexican Cultural Center does not indicate acceptance into the event. The vendor will be notified after the application deadline of their acceptance as a vendor at Mexican Independence. In the event that an application is denied, all fees will be refunded to the applicant.

QUESTIONS OR MORE INFO? – E-Mail: Fernando.mccdupage@gmail.com Phone : _____

VENDOR REGISTRATION FORM

- Non-profit Vendor** free
- Political Candidate Vendor** \$350 fee
- Food Vendor** \$600 fee
- Merchandise Vendor** \$350 fee

Business/Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Items to be sold/available: _____

Please sign the form below and scan back to Fernando.mccdupage@gmail.com or drop off at Republic Bank, 102 Main Street, West Chicago, IL 60185

WAIVER AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of West Chicago, and the Mexican Cultural Center DuPage, and their officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of participation in the Activities relating to Mexican Independence Day Celebration, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, and the Mexican Cultural Center DuPage, and their agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, and the Mexican Cultural Center DuPage, or their, its officials, agents and employees, in any such action, the undersigned at its own expense, will satisfy and discharge the same. The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of _____ (insert business name). Agreed this _____ day of _____, 2023.

Name of Business _____

Signature of Authorized Person* _____ Title _____

*Signature of authorized person indicates that the General Information for this Registration form has also been read and agreed to.

MID 2023 Vendor Registration

Viva Mexico Independence day Celebration

Saturday, September 16th | 1:00 p.m. – 10:00 p.m.

Sunday, September 17th 1:00 pm - 6:00 p.m.

| Downtown West Chicago

SITE INSPECTION

**All vendors must be in place and set up no later than 11:45 a.m.
Come early to avoid congestion and avoid not being let in.**

ARRIVAL INSTRUCTIONS

- **Entrance is near 116 Galena St, West Chicago, IL 60185. At this entry point on Galena St. All vehicle lanes are one-way going west then right on Main St. going northwest towards Washington St. During set up/tear down.**
- **You may access your vendor space as early as 7:00am. You must be completely set up by 11:45am.**
- **No vehicles are allowed in the festival area after 11:00 am**
- Arrive at the time that ensures you are set up in time for the 12:00 p.m. for site inspection.
- You may only drive around the barricade when authorized festival personnel can temporarily move the barricade to allow you to safely pass. Continue west to your assigned vendor space which will be marked with chalk on the street. You can only drop off your things and then come back to set up. **Vehicles can not be in the festival area for no more than 10min.**
- During set up, vehicles and equipment must remain in the parallel spots to maintain the emergency vehicle access lane.
- Please be sure to note that the set up will stay in place Saturday night – no tear down on Saturday night will occur.

VENDOR PARKING

Republic bank parking Lot, West Chicago, IL 60185

Unload all equipment at your vendor space, then move your vehicle to the Republic bank parking lot and walk back to your space to complete the setup.

EXIT INSTRUCTIONS

On Sunday, Sept 17th, vendors can begin cleaning up at 6:45 p.m. Festival personnel will notify vendors when vehicles can again be driven down Galena St. Then back on Main St. towards Washington St. Thus it is still one-way for all vendor vehicles during tear down.

IMPORTANT VENDOR INFORMATION

- All vendors cooking food at the event and/or who are utilizing electricity **must have a fire extinguisher at their vendor space.**
- No waste of any kind, liquid, or otherwise, may be discharged into the sewer systems.
- Tents should be fire-rated. E-mail copy of certificate prior to event or have certificate on hand at the event. Tags on the tent will be permitted as well.
- Grills and cooking equipment with flames must be placed outside your tent canopy.
- Extension cords cannot cross public walkways.
- Water hook-up will not be provided.
- Electrical hook up requests moving forward can not be accommodated.
- If applicable, vendors must bring their own heavy-duty extension cords.
- Tents, tables and chairs are not provided and all tents must be weighted.
- Vendor equipment must not obstruct fire lanes.
- All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries
- Food vendors are required to acquire applicable permits through the DuPage County Health Department. Visit www.dupagehealth.org or call 630-682-7400, ext. 7046.
- All vendors are required to submit a certificate of insurance that meets the requirements outlined in the vendor application.
- Vendors are responsible for their own sales and financial management.
- All items for sale must be priced. Vendors must be able to supply receipts for all purchases.
- Collection of state sales tax is the responsibility of each vendor.
- Vendors agree that photographs taken at the event may be used for future event promotion..
- Festival ends at 7:00 p.m. No sales are allowed after 7:00 p.m.
- This is a 2 day event so please NOTE Saturday, September 16th festivities end at 10pm and on Sunday, September 17th at 7pm.
- No alcohol is permitted at this event.