



Caribbean Community Resource Fair

BOOTH APPLICATION

Truman College
 1145 West Wilson Avenue
 Chicago, IL 60640
Saturday, May 5, 2007

VENDOR RULES AND RESPONSIBILITIES

- ✂ **All booths are \$50.00 if paid on or before April 13, 2007.** An application received or postmarked after April 13th will incur a \$25.00 late fee. Any checks returned by the bank for any reason will incur a \$35.00 service charge.
- ✂ All products offered for sale must be high quality and under exhibitor's control.
- ✂ Any products not described in this application or do not meet the standards of the Community Resource Fair will be disallowed.
- ✂ A booth space is 10' x 10'..
- ✂ Booth spaces will be assigned randomly. No guarantee for special request booth space
- ✂ Only two people may share a booth space. Only one application per booth may be submitted.
- Vendors may not rent, sub-lease, loan, or sell booth space.**
- ✂ The Caribbean Community Resource Fair will begin at 8:00 a.m. continue until 4:00 p.m. on Saturday, May 5th. Vendors may set up as early as 7:00 a.m.. Booths must be open during the scheduled Resource Fair hours.
- ✂ Vendors must comply with all applicable state and federal tax laws.
- ✂ Limited parking will be available for vendors during setup and tear down times.
- ✂ Security will be the responsibility of the vendor.
- ✂ All sales must take place from the assigned booth space only No roving sales will be allowed.
- ✂ Vendors are responsible for keeping the booth area clean and free from trash and debris. At the conclusion of the Fair, the booth space must be completely cleared of all products and trash.
- ✂ The Fair is not dependent on the weather Fees will not be refunded because of weather.
- ✂ Some electrical power will be available. Please indicate on the application form if your product or booth requires electrical power.
- ✂ No alcohol is allowed on City property or the venue for the Community Resource Fair.
- ✂ No pets are allowed except for those required by persons with disabilities or those that are part of approved Resource Fair activities.
- ✂ Vendors are responsible for providing their own insurance to protect against loss of product theft, damage, etc.
- ✂ I have read the above rules and responsibilities an agree to abide by them during the 2007 Caribbean Community Resource Fair.

Signature _____ Date _____

**SUBMIT THIS COPY WITH YOUR APPLICATION FORM.
 KEEP A COPY FOR YOUR RECORDS.**

CARIBBEAN ASSOCIATION OF MIDWEST AMERICA
 Linking West Indians in Midwest America

6291/2 West Howard Sreet
 Evanston, IL 60202

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 Fax: 773-907-4829
 info@caribeilanz.com
 www.caribeilanz.com



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Saturday, May 5, 2007

Name of Business Entity: _____

Name of contact person: _____

Address: _____

City _____ State _____ Zip code: _____

Phone: _____ Cell Phone: _____

Email: _____

THE COMMUNITY RESOURCE FAIR COMMITTEE will provide a 10' x 10' area, 2 chairs and 1 table. You may also request and pay an additional fee for the adjacent space, if you require a larger area for the display and sale of your products or services.

IMPORTANT: IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMIT(S) AS REQUIRED BY THE CITY OF CHICAGO.

THERE IS NO GUARANTEE ON SPECIAL BOOTH SPACE REQUESTS.

DEADLINE FOR APPLICATION – FRIDAY, APRIL 13, 2007

Exhibitor Space:

⌚ One 10 x 10 space \$50.00; Any applications postmarked or received after April 13th will incur a \$25.00 late fee.

⌚ 1 table & 2 chairs (additional) \$ 25.00

Indicate the category (ies) that best describe(s) your products:

- | | | | |
|-----------------|-----------------|--------------|---------------|
| ___ Crafts | ___ Clothing | ___ Banking | ___ Insurance |
| ___ Investments | ___ Real Estate | ___ Floral | ___ Food |
| ___ Photography | ___ Jewelry | ___ Painting | ___ Woodcraft |

Other: _____

My product(s) is(are) related to the Caribbean culture/heritage: ___yes ___no

Please describe in detail what you will be selling (attach addition sheet if necessary):

If you desire additional information or clarification of this application, please contact leesha Robinson at (414) 793 – 7726 or via email at camaresoucefair@yahoo.com .

Except for the active negligence or willful misconduct of the organization, PERMITTEE undertakes and agrees to defend, indemnify and hold harmless the Caribbean Association of Midwest America, The City Colleges of Chicago, The City of Chicago and any and all of it's Boards, Officers, Agents, Employees, Assigns and Successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and costs of litigation, damage and liability of any nature whatsoever, for death, injury to any person, including PERMITTEE'S employees and agents, or damage or destruction of any of the property or either party hereto of third parties, arising in any manner by reason of, or incident to, the performance of this Agreement on the part of the PERMITTEE or subcontractor of any tier. Should you elect to relinquish your assigned location of any reason, the booth space will automatically becomes the property of the Caribbean Community Resource Fair Committee. If there are any articles that are inappropriate and have not been approved you will be asked to remove them from your display area.

MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO: C.A.M.A

MAIL COMPLETED APPLICATION AND CHECK OR MONEY ORDER TO:

**Caribbean Community Resource Fair
c/o Truman College – Office of Student Activities Room 1633
1145 West Wilson Avenue
Chicago, IL 60640
Attn: Linda Ford or Deon Lopez**

I HAVE READ AND AGREED TO THE ABOVE CONDITIONS, AND UNDERSTAND THAT THIS COMMITMENT IS NOT FINAL UNTIL NOTIFIED BY THE CARIBBEAN RESOURCE FAIR COMMITTEE.

Print Name

Signature

Date: _____

(Please sign and return all 3 pages of this Application)