



VENDOR APPLICATION ARTIST/ARTISAN MERCHANT

2021 NORTH SHORE FESTIVAL OF ARTS
OCTOBER 2 & 3, 10AM-5PM
WESTFIELD OLD ORCHARD MALL, SKOKIE, ILLINOIS
APPLICATION DEADLINE: FRIDAY SEPTEMBER 3, 2021

APPLICANT INFORMATION

Artist/Artisan Name: _____

Below, please describe the work being sold or displayed:

High-quality, hi-resolution photos (jpgs, tiffs, etc.) of representative work plus a photo of your booth set-up are required. Please send no more than 5 photos of your work. These may be emailed to: artists@criterion.fun or please email where these photos may be found (webpage, etc.) Please include "NSFA" and the artist/artisan name in the SUBJECT LINE. These photos will be reviewed on a monitor. The applications will be reviewed by a panel with backgrounds from the fine arts, performing arts, multi-media & interdisciplinary arts & graphic design.

Primary Contact Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Telephone: _____

Primary Contact Email: _____

Website, Twitter, Facebook: _____

IBT# _____

*IBT # required if you are selling merchandise or services

*to obtain an IBT# please visit <https://mytax.illinois.gov/> or call 800-732-8866



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VENDOR SPACE FEE

Artisan / Non-Profit, 10'x10' Space

\$400 x Quantity _____ = \$ _____

Additional 10' space CALL FOR PRICE

_____ x Quantity _____ = \$ _____

Total Vendor Space Fee \$ _____

OPTIONAL RENTAL EQUIPMENT

10'x10' Tent

\$260 x Quantity _____ = \$ _____

10'x20' Tent

\$400 x Quantity _____ = \$ _____

10' Tent Wall

\$30 x Quantity _____ = \$ _____

10' Tent Counter

\$50 x Quantity _____ = \$ _____

Chair

\$18 x Quantity _____ = \$ _____

8' Table

\$32 x Quantity _____ = \$ _____

Total Equipment Rental \$ _____

*Any other necessary equipment not rented above, including lighting, signage, etc. must be provided by vendor. Tent walls & counters are only available for tents rented through the festival.

OPTIONAL ELECTRICAL NEEDS

Please describe the items being plugged in (heater, computer, lights, etc.), including voltage & wattage:

Outlets are standard household plug types. Do you require special plugs? YES NO



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2021 NORTH SHORE FESTIVAL OF ARTS VENDOR CONTRACT

This contract is between _____ (“Vendor”) and NORTH SHORE FESTIVAL OF ARTS (“Festival”)

Section 1. Grant of Space

- All work must be original work by the Artists/Artisan applicant. Artist/Artisan must be present for the entirety of the event. Violators are subject to removal from the event without refund.
- Upon receipt of the vendor application, signed contract, and payment, Festival may grant Vendor the right to use a designated booth (the “Space”) in the North Shore Festival of Arts (“Festival”) on October 2 & 3, 2021. The Festival will take place at Old Orchard Mall in Skokie, IL. Vendor will receive notification of official acceptance via email no later than week of September 13, 2021. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments and load-in instructions will be forwarded by Criterion Productions via email by September 27, 2021.

Section 2. Law and Permits

- Vendor MUST comply with all relevant local, state, and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for operation, including State sales taxes.
- Vendor shall provide Festival with a valid IBT# in order to sell merchandise or services at the Festival (Festival is required to provide Illinois Department of Revenue a complete list of vendors participating in the Festival)

Section 3. Use of Space & Vendor Conduct

- Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use the Space without the express written permission of the Festival
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds will be provided based on Force Majeure circumstances. Force Majeure circumstances are: fire, flood, earthquake, severe weather, epidemic, act of God; failure or delays of essential services including transportation, water, heating, electric service, etc.; industrial or labor disputes, strikes, lockouts; or any lawful order, decree, ruling, regulation or act of any public authority or sovereign government, government sanctioned embargo, act of war or terrorism; civil disorder, insurrection, coup d’etat or revolution; delay or destruction caused by public carrier; or any other circumstance substantially beyond the Festival or its’s agents and partners’ control.
- The Space is provided “As-Is.” Limited numbers of tables, chairs, tents, canopies, and electrical connections are available to rent from the Festival. Vendors requiring rented equipment or electricity must enclose the required fee and order each item upon application.
- RENTALS: Chairs & Tables will be available for pick up at a central location on Saturday Morning – and MUST be returned and checked in at the same location on Sunday evening.
 - Missing rental equipment costs will be billed to the vendor if not returned and checked in
 - Rented tents will be erected at the vendor Space

2021 North Shore Festival of Arts Artist/Artisan Vendor Application © Criterion Productions 2021

APPLICATION DEADLINE: September 3, 2021

Applications received postmarked after September 3, 2021 are subject to a 20% rush charge



VENDOR APPLICATION

ARTIST/ARTISAN MERCHANT

Section 3. Use of Space & Vendor Conduct (cont.)

- If ordered, an electrical outlet will be available near vendor location; vendor will be required to bring their own extension cord to plug in to outlet (may be up to 50' away from Vendor Space)
- Vendor must weigh down tents or canopies brought independently, with sandbags, water barrels, or cement weights, minimum of 50 pounds per tent or canopy leg. If tents are not weighed down properly, management may choose to remove Vendor (with no refund due to Vendor) and/or charge vendor for cost of additional weights needed (\$150 per weight needed). Please consider the aesthetics of your weights.
- Vendor must keep their merchandise and displays within the allotted boundaries of the Space. Space will be assigned and notification of allotted space will be given by Criterion Productions via email.
- Vendors must be set up and ready for sales & operations by 10:00 AM (the official opening time of the Festival) and must vacate the Festival grounds no later than 3 hours after the closing of the Festival. Vendor MAY NOT Vacate the Festival prior to the official closing time of 5:00PM without the permission of the Festival
- Vendors are encouraged to remove all products and equipment overnight after Festival hours on Saturday (except for equipment rented from the Festival). It is at the Vendor's sole risk to leave any equipment or product belonging to the Vendor on the Festival grounds overnight and Festival cannot and will not be held responsible for any loss or damage to said product or equipment. There will be security present at the facility but not dedicated to the Festival.
- Vendor must remove their own trash, debris and recyclables from the Space and properly dispose of them. Vendors must leave their Space trash free and in the same condition as was provided. Vendor will be charged \$150.00 penalty for any debris or trash left on site with photographic evidence.

Section 4. Merchandise & Prohibited Items

- Festival may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. Festival may revoke this contract if Vendor's merchandise is inconsistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs or medical devices.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by municipal, state or Federal law or any merchandise that Festival considers racist, discriminatory or offensive.

Section 5. Indemnification & Release

- Vendor will release and will hold harmless the North Shore Festival of Arts, Criterion Productions, The Skokie Chamber of Commerce and Industry, Old Orchard Mall, their owners, officers, directors, agents and employees from any and all claims arising from any injuries, losses, thefts or damages (whether to person or property), or deaths caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify the North Shore Festival of Arts, Criterion Productions, The Skokie Chamber of Commerce and Industry, Old Orchard Mall from any and all expense arising because of any such claim.
- The undersigned understands that the event will occur rain or shine, there are no 'rain dates.'



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Section 6. Advertising

- While the Festival encourages participant promotion of the Festival, any vendor wishing to advertise must do so at its own expense. Any advertising must be approved in writing by Festival prior to publishing. Approval will not be unreasonably withheld from any appropriate advertising efforts.

Section 7. Causes for Denial of Selling Privileges & Disciplinary Actions

- Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If Festival learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, Festival may revoke this contract or take other appropriate action.
- Festival may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor contract or other rules established by Festival. Such action may include, but is not limited to, revocation of this contract, permanent denial of selling privileges or other relief deemed necessary by Festival.

Section 8. Promotional use.

- Artists that have been accepted hereby grant permission to use the images provided of their work/booth in the promotion of the Event.
- Artists also acknowledge that photographs of the event (including the artwork) will be taken during the run of show and will be used advertising and promotion of past or future events and grant permission for use of images of their work and/or booths.

Management may impose additional rules and regulations as it deems necessary. Management will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Criterion Productions office.

Vendor Printed Name

Vendor Signature

Date



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FILL IN AND ADD UP THE FOLLOWING FEES

Vendor Space Fee	Optional Rental Equipment Fee	Jury Fee (non-refundable)		TOTAL AMOUNT DUE
\$ +	\$ +	\$ 25.00 +	=	\$.

Completed application, signed contract, and payment can be sent to:

Criterion Productions
 ATTN: North Shore Festival of Arts
 2516 Waukegan Rd, Ste 306
 Glenview, IL 60025

Make checks payable to:

Criterion Productions

REQUIRED MATERIALS CHECKLIST

_____ Completed vendor application

- Must include filled out applicant information form, fee & rental equipment worksheet, and signed contract
- Submission of an application does NOT automatically guarantee acceptance into the festival. After the application deadline, an email confirmation re: your acceptance will be sent out prior to the festival

_____ Payment in full for all vendor space fees, equipment and electric rentals fees

- Check or money orders accepted. Make payable to: Criterion Productions.
- Please send to:

Criterion Productions,
 ATTN: North Shore Festival of Arts
 2516 Waukegan Rd, Ste 306
 Glenview, IL 60025

- Returned checks will be charged an additional \$20 fee.

If you have any questions or need more information, please contact:

Becca Peters

artists@criterion.fun

773.878.2900 ext. 102