

## STREAMWOOD SUMMER CELEBRATION BUSINESS EXPO APPLICATION AND INFORMATION

It's that time of year again!

Streamwood's *Summer Celebration 2017*

July 28, 29, 30 2017 at

Hoosier Grove Park, 700 W. Irving Park Road, Streamwood.

Come join us for the best event of the summer!



Expose your business to hundreds of area residents by participating in the **Business Expo Tent** during the *Streamwood Summer Celebration* festival. This is the best business opportunity in Streamwood to see hundreds of potential customers over one short weekend. We would like to extend this invitation to you and your business to participate.

This year's theme is "**Movie Magic**". Event highlights include Main Stage entertainment; a Children's Stage with activities for younger participants; Food Tent, and other attractions including our annual Summer Celebration Parade on Saturday morning, Golf Tournament Sunday morning, Carnival, and Bingo.

**Dates/Times:**

<b>Fri, July 28:</b>	<b>Expo Tent: 5:00 pm – 9:00 pm</b>	(Fest: 5:00 – 11:00 pm)
<b>Sat, July 29:</b>	<b>Expo Tent: 12:00 pm – 8:00 pm</b>	(Fest: Noon – 11:00 pm)
<b>Sun, July 30:</b>	<b>Expo Tent: 12:00 pm – 5:00 pm</b>	(Fest: Noon – 8:00 pm)

**Location:** A separate **Business Expo Tent** will house the vendors at Hoosier Grove Park. This is an **open-sided** tent approx. 25'w X 75'l. Booth spaces are located under the tent. Your total available space (including the table) is approximately 5' x 9'. The event will take place rain or shine.

### **We Provide:**

- one eight-foot (8') table,
- two (2) chairs
- 1 access to 110-volt, 20-amp service. *Additional power is available for a fee with advance notice*
- **ONE** daily parking pass in on-site vendor parking **PER DAY**.
- Assistance unloading your vehicle and transporting your items to the tent on Friday
- Assistance transporting to your vehicle on Sunday evening

### **You Provide:**

- Signage: Must be generic in nature, be related to the specific product and/or business and fit within booth space. Signage should be attractive and readable for best results. Limited availability for overhead hanging signs due to nature of tent. Please mention on the application if you have an overhead banner.
- Table covers: Vendors are encouraged to decorate their booths in keeping with the Summer Celebration theme. Be mindful of possible windy conditions.
- Personnel to man your booth on all 3 days. No-shows will not be refunded and may be refused for future expos. Requests for exceptions to the 3 days must be made in advance.

**Fees:** The Expo Booth fee is for all three days, not "per day". **\$25 Discount if paid by check or cash.**

<b>Chamber members:</b>	<b>\$150.00</b>	<b>(\$175.00 Credit Card)</b>
<b>Non-Chamber members</b>	<b>\$225.00</b>	<b>(\$250.00 Credit Card)</b>
<b>Additional 20 amp service:</b>	<b>\$ 50.00</b>	(if you need more than one electrical outlet)

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**Payments:** Checks made payable to: "**Summer Celebration, Inc**" (not Chamber of Commerce).  
**Credit card payments:** Contact the Chamber office with card info (Mon & Wed-1pm-5pm)

**Deadlines:** *Booths confirmed and assigned only upon receipt of payment.*

<b>Returning Vendors:</b> Last day to <u>request</u> your previous booth space- <b>with payment**</b>	<b>May 15, 2017</b>
<b>All Vendors:</b> Last date for listing in the printed Schedule of Events brochure.	<b>June 1, 2017</b>
<b>Final deadline:</b> Last date for applications (space may not be available)	<b>July 21, 2017</b>

### Vendor Tent Regulations:

- Please be advised that vendors **within** the Expo booth are not "exclusive" or "non-compete".
- All vendors must have representation at their booth throughout *all three days* of the Expo. Vendors who are unable to comply **must notify Chamber Office in advance** and note the date and time exception on their application. Your request for less than 3 days representation may be denied.
- **\*\*Returning vendors** without 3-day representation may not request their previous space.
- No-shows will not be refunded.
- Booth sharing is not allowed.
- NO SOLICIATION of services is permitted outside of the Expo Tent area or at the entrance/exit to the tent. Representatives must remain within the close area of their booth and not block aisles or other vendors.
- Additionally, **no games or products may be played, given away or sold which are found to be in conflict with those games or products being played, sold or offered by Summer Celebration or its affiliates. These include certain "midway" type games, bottled water, soda, face-painting, ice cream, etc. No ready to eat food may be sold or given away. Wrapped candies are approved.** Please ensure that everything you intend to hand out or sell in your booth is listed on your application. To ensure compliance with this requirement, please contact the Streamwood Chamber of Commerce with any request for games or products before the event.

### Confirmation and Parking Passes:

You will receive a confirmation letter or email when your application is processed and approved. **Please include the emails of ALL workers so they may receive any important information.**

In July, you will receive your booth position and other necessary paperwork and information, including times for equipment set-up or drop-off.

Parking passes for all 3 days are issued on Friday afternoon as we help you unload your equipment and take to the tent. **Only (1) parking pass per vendor per day is issued.** If you have different people manning your booth each day, YOU are responsible for providing them with the appropriate day's parking pass which allows one (1) vendor car in the vendor parking area. Additional parking and bus transportation is available at Hanover-Countryside School, Park Place and the Streamwood Village Hall. Large trucks cannot be accommodated in the vendor parking area.

### Questions, Comments, Suggestions

Please direct any questions, comments or suggestions to the Chamber of Commerce at (630) 837-5200 or email [staff@streamwoodchamber.com](mailto:staff@streamwoodchamber.com). Every effort will be made to provide assistance or guidance in order to make your participation a pleasurable experience. With your participation, we look forward to another great festival!  
Please return your application as soon as possible.

### Summer Celebration website:

Check the Event Website for all weekend activities: [www.streamwoodsummercelebration.org](http://www.streamwoodsummercelebration.org)

**STREAMWOOD SUMMER CELEBRATION  
Business Expo Vendor Application – 2017**



Business Name: \_\_\_\_\_

Contact Person (s): \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Day of Festival contact name & cell # \_\_\_\_\_

Email: \_\_\_\_\_

**Briefly describe your business product, service or organization. If you intend to sell any product or give away items, define the product(s):** (please read the accompanying information for restrictions)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expo participants will be assigned a booth location in the order in which their **application and fees** are received. **Booth sharing not allowed.**

All vendors must have representation at their booth throughout the entire Expo. Vendors that are unable to comply **must request an exception** through the Chamber Office and note the date and time exception on their application. We reserve the right to refuse any application. No refunds for “No shows”.

**Acknowledgement:** I hereby acknowledge that I have read, and agree to abide by, the regulations and requirements noted within the Summer Celebration Business Expo Application, including no solicitations outside of the tent area. If I am permitted to conduct on-site sales, I agree to sell only those items I have listed herein, and for which I have been approved. I may not substitute any items without express approval of the Summer Celebration Committee. I further recognize that the Committee may eject me, without refund, for violations of this agreement.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>Booth fee for all three days:</b>	<b><i>\$25 Discount if paid by check or cash.</i></b>	
<b>Chamber members</b>	\$150.00	(\$175.00 Credit Card) <b>For CC payments go to Paypal.com and use</b>
<b>Non-Chamber members</b>	\$225.00	(\$225.00 Credit Card) <b>exec.director@streamwoodchamber.com</b>
<b>Additional Power Outlet</b>	\$ 50.00	
<b>Make checks payable to:</b>	<b><i>“Summer Celebration, Inc.”</i></b> (not the Chamber of Commerce)	
<b>Credit card payments:</b>	Call the Chamber Office with your card information-630-837-5200	
<b>Mail application and payment to:</b>	Summer Celebration Business Expo Vendor c/o Streamwood Chamber of Commerce P O Box 545 Streamwood, IL 60107	
<b>Questions?</b>	<b>Call:</b>	630-837-5200- -Streamwood Chamber
	<b>Website:</b>	<a href="http://www.streamwoodsummercelebration.org">www.streamwoodsummercelebration.org</a>
	<b>email:</b>	<a href="mailto:staff@streamwoodchamber.com">staff@streamwoodchamber.com</a>
<b>Deadlines: Booths confirmed and assigned only upon receipt of payment.</b>		
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