

Quinceañera Expo
March 12, 2016
12-5pm
Liberty Cultural Center
6445 W 27th Pl

Presented by the Berwyn Park District

The Berwyn Park District will be hosting its 1st Annual Quinceañera Expo this upcoming March. Our goal is to make the special ceremony of a Quinceañera less stressful for those in the planning process. If you would like to participate as a vendor please Mail completed form below with payments by Friday February 26, 2016 in order to reserve your space. Space is awarded on first-come, first-serve basis. Space must be paid in full to be considered reserved.

Please see reverse side for terms & conditions

Presenting Sponsor Fee	\$500	Vendor Fee	\$100
Additional electricity	\$50	per 15 amp plug-in	

Quinceañera Expo

Contact Name: _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

Type of merchandise to be sold or information distributed: _____

I ACKNOWLEDGE reading Terms & Conditions on reverse side. Signature _____

Please choose Vendor type you will participate in:

\$500 Presenting Sponsor ___ \$100 Vendor Fee ___ \$50 Electricity (per 15 amp plug-in) # of extra plug-ins _____

Enclosed is my check in the amount of _____, payable to the **Berwyn Park District**.

Mail this portion of the form along with your payment to:

Have questions or need more information?
Cody Brown, Events and Recreation Manager
708-956-7870

Or

Jazmine Sanchez, Event Coordinator
708-407-3432

Berwyn Park District
3701 S. Scoville Avenue
Berwyn, Illinois, 60402

Terms & Conditions

1. **Booth Size & Placement:** Table size will be 8'x3'. Vendors may purchase no more than two booth spaces. Vendors must provide their own tent, booth, tables, chairs and signage. Vendor must also bring their own 100 foot extension cord and lighting. The BPD will only supply electricity. Vendor locations will be assigned by the BPD and will be available prior to show. We reserve the right to turn down and limit the number of vendors based on the nature of the services or products sold.
2. **Exclusivity:** The BPD does not grant or ensure the exclusive right of vendor to offer for sale any specific item(s) and reserves the right to disallow the sales of any items or services for any reason at the BPD's full discretion.
3. **Electrical Requirement:** One 15 amp electrical plug-in is included in the vendor fee. Additional electricity will be provided at a cost of \$50 per plug-in. Vendor must also bring their own 100 foot undamaged extension cord and lighting. The BPD will only supply electricity.
4. **Set-Up & Take-Down:** Each vendor is responsible for set-up, take-down, and cleanup of booth space. Set-up time begins at 10:00am on March 11, 2016 and tear down must be completed by 8:00pm on March 12, 2016.
5. **Vendor release and discharges:** Vendor agrees not to sue and agrees to indemnify the BPD and the City of Berwyn and their officers, employees, agents, representatives and volunteers from any and all known or unknown damages, injuries, losses, judgments and/or claims from any cases whatsoever that arise in any way from the Event or this Application / Agreement, including attorneys' fees and costs incurred by the indemnified parties.
6. Violation by Vendor of any terms in this agreement or any specific event rules as set forth by the Berwyn Park District will render this contract void. Upon violation, the Berwyn Park District may, at its discretion, require Vendor to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expense or fees paid by Vendor.
7. Vendor must return this Application / Agreement to the Berwyn Park District on/or before **Friday, February 26, 2016. Cancellations after this date will not be eligible for a refund. No application will be accepted after this date.**

