



**BELIZE EDUCATIONAL FUND AND DAY IN THE PARK
2024 VENDOR APPLICATION FORM**

BUSINESS (OWNER) NAME: _____

LAST

FIRST

MIDDLE

BUSINESS NAME: _____ BUSINESS HOURS: _____

TYPE OF BUSINESS (Clothing, Restaurant, etc.) _____

DESCRIPTION: _____

PHONE #: _____ E-MAIL: _____

WEBSITE/SOCIAL MEDIA: _____

ADDRESS: _____

EVENT (NAME OF EVENT): BELIZE DAY IN THE PARK

DATES OF EVENT: 8/4/2024

CATEGORY: **MERCHANDISE:** **FOOD/BEVERAGES:** (*Please Check One)

PAYMENT METHOD: VISA/MASTERCARD ZELLE CASH CHECK/Money Order

Note: for zelle payments, please make payments to: Belizeeducationalfund@gmail.com

SIGNATURE: _____ DATE: _____

BELIZE DAY IN THE PARK PAYMENT SCHEDULE

The following is a payment time frame for vendors of Belize Day in the Park 2024

General Merchandise:

Vendor Fee - \$250.00

Non-Profit Vendor Fee - \$100.00

A refundable clean-up deposit fee of \$50 is required.

This fee will be returned to you within 30 days of the event.

Food Vendors:

Vendor Fee: \$600.00 Non-Profit Vendor Fee: \$350.00

A refundable clean-up deposit fee of \$100 is required.

REFUNDABLE WITHIN 30 DAYS OF EVENT ONLY IF BOOTH SPACE IS CLEAN.

*Vendor registration and application acceptance for Belize Day in the Park 2024 will end June 1st. All payments should be made by the deadline. NO application will be accepted after posted date.

*Food vendors will need to have a City Permit for Special Events to be compliant with City of Chicago regulations and provide a sanitation certificate upon request for inspection. Belize Day in the Park Committee will send out Special Events License Application for Food Vendors to complete. Per application processing through the city— food vendor will incur a \$75 charge and general merchandise will incur a \$25 charge at vendor's expense.

NOTES: _____

PLEASE READ THE TERMS AND CONDITIONS IN ITS ENTIRETY!!!:

CANCELLATION POLICY:

Cancellation prior to July 1st is subject to \$100.00 processing fee.

Cancellations after July 1st are subject to \$150.00 processing fee for general merchandise and \$250.00 for Food vendors.

TERMS/CONDITIONS:

- Belize Day in the Park Committee will **NOT** provide electricity for vendor.
- Vendor will be provided a (10x10) space – All Vendors must notify Belize Day in the Park Committee in advance if extra space is required (please notify within respective timeframe).
- Belize Day in the Park Committee will provide porta-potties (toilets), and hand-washing stations.
- Belize Day in the Park Committee will **NOT** provide extra water or ice for Vendor’s food-related and/or merchandise needs.
Vendors are to provide their own tables, chairs, tents, water, and electricity.
- Garbage cans will be provided – **HOWEVER**, Vendors are required to maintain their vending space and surrounding area clean, before and after ‘Belize Day in the Park 2024’.
- No merchant is guaranteed to be the sole vendor of their food and/or merchandise type.
- Vendor placement will be at the sole discretion of Belize Day in the Park Committee and how it works with logistics on festival grounds.
- Belize Day in the Park will be held at Burnham Park, 39th Street and Lake Shore Drive.
- Tent and equipment set up is scheduled for **Saturday, August 3, 2024 from 4pm to 8pm and Sunday, August 4, 2024, from 7am to 11:59am**
- Set up ends promptly at 12noon, and your utmost cooperation is requested.
- **Chicago Park District has strict guidelines regarding loading and unloading, all vendors are expected to keep their vehicles off the grass and complete set up within the scheduled time frame.**
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Disclaimer:

I _____, I am fully responsible and liable for the quality and sanitary conditions of the services, merchandise, or edible products which I sell to the public at Belize Day in the Park. I absolved Belize Day in the Park Committee of all liability and responsibility that may arise from defects and / or unsanitary conditions that are attributed to my products or services. **I, understand that the Belize Educational Fund and Day in the Park Committee holds the liquor license for this event. Sale of alcoholic beverages by individual vendors is strictly prohibited. Failure to comply will result in removal from the event.**

Signature: _____ **Date:** _____

For all questions, and/or concerns, please contact Martha Perdomo-Taylor at 847-921-1359 or Phyllis Hughes at 708-805-0858. You can message us via messenger: **Chicago Belize Day in the Park Committee.**

Completed Applications can be sent to:
Belize Educational Fund and Day in the Park Committee
P.O. Box 6035
Evanston, IL 60204

Email: BelizeEducationalfund@gmail.com