

# ARGYLE NIGHT MARKET

2018 Vendor Application

Every Thursday,  
5:00pm - 9:00pm  
July 5 - August 30  
exploreuptown.org

## Applicant Information

Business/Organization Name:			
Address:		City:	State: Zip:
Primary Contact Name:		Phone:	
Email:		Business Website:	
Booth Contact Name:		Day-of Phone:	
Email:		Do you have an existing storefront business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Storefront Address:		City:	State: Zip:
Facebook Account:		Instagram Account:	

## Products

I am offering: <input type="checkbox"/> Food/Produce <input type="checkbox"/> Art <input type="checkbox"/> Merchandise <input type="checkbox"/> Services
List items or services to be sold, displayed, or promoted:

## Schedule

I commit to selling at the 2018 Argyle Night Market on the following dates (**check all that apply**). All vendors are required to keep their booth open from 5-9pm.

July 5  July 12  July 19  July 26  August 2  August 9  August 16  August 23  August 30

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## Vendor Booth Fees

Vendor Booth Fee includes a 10' x 10' size space. *Ask about our farmer discount!*

Rate	Food, Restaurant, Farmer, or Artist	Merchandise or Service Retailer
<b>Early Bird Special (9 weeks)</b> Must submit payment in full by Friday, March 30	[ ] \$250 for season	[ ] \$350 for season
<b>Full Season Discount (9 weeks)</b> Must submit payment in full by Friday, May 4	[ ] \$285 for season	[ ] \$405 for season
<b>Weekly Commitment</b> Must submit payment 1 week prior to vending date	[ ] \$40 per week	[ ] \$50 per week
<b>Tent Rental</b> (limited quantity available—first come, first serve)	[ ] \$50 per week <i>in addition to booth fee</i>	[ ] \$50 per week <i>in addition to booth fee</i>
<b>Electricity</b> (limited quantity available) (priority given to past vendors who've required electricity)	[ ] \$10 per week <i>in addition to booth fee</i>	[ ] \$10 per week <i>in addition to booth fee</i>
<b>Total Space Fee:</b>		

\* Due to space limitations, Uptown United will give preference to vendors who are based in the Uptown neighborhood, vendors who have participated in previous seasons of the Night Market, and/or vendors who can help us offer a variety of food/products/services to our guests.

## Payment

[ ] Check or Money Order	<b>Payable to:</b> Uptown United <b>Main to:</b> 4753 North Broadway, Suite 822 Chicago, Illinois 60640
[ ] Cash / Credit Card	<b>Invoice:</b> Payable on-site, in-person <b>Manual:</b> Payable by phone or on-site

## Submission

Please submit Vendor Application and Vendor Required Materials Checklist, along with supporting documents, to:

Greg Carroll, Director of Partnerships & Events greg@exploreuptown.org 773-878-1184	Mail/drop off at: Uptown United 4753 North Broadway, Suite 822 Chicago, Illinois 60640-4992
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By signing this document, I attest to its accuracy and commit to selling the described product(s) and/or service(s) at the 2018 Argyle Night Market, on the above indicated Thursdays between July 6 and August 31. I understand that I will be responsible for providing my own table, chairs, tent and any other set up needs, and for setting up and taking down my booth. Market organizers may use the name and images of my business for promotional purposes, and I agree to use my marketing channels, including website and social media, to promote the event.

(Your signature here)

(Date)

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## 2018 Vendor Required Materials Checklist



### All Applicants

- Completed Vendor Application and Payment In Full For All Fees**  
*Including complete applicant information, space fee, payment, & signed contract*

### Food Vendor Applicants

- Certificate of Insurance**  
*Food vendor MUST have general liability insurance listing additionally insured: City of Chicago and Uptown United*
- Current Health Department Kitchen Inspection Copy** (completed within the last 6 months)
  - Food Vendor must have current health inspection of the kitchen listed on the City application where food is being prepared / prepped for the Night Market.
  - If Vendor is not the business owner listed on the above licensed kitchen health inspection, a signed affidavit from the owner of the licensed kitchen indicating permission of use to the vendor for the festival must also be submitted.

### If Preparing Food On-Site

- Outdoor Food Sanitation Certification** (completed within the last 6 months)  
*Please contact Uptown United for more details about attending the course. Certification Number: \_\_\_\_\_*  
or
- Mobile Food License Copy**  
*Mobile Food License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_*  
and either
- Completed Temporary Food Vendor License Application** (Form must be completed 20 calendar days prior to the event)  
or
- Completed 180-Day Multi-event Temporary Food Vendor License Application**

### Retail / Service Vendor Materials

- Illinois Business Tax Number:** \_\_\_\_\_  
*To obtain an IBT # call 217-785-3707 or visit [www.mytaxillinois.gov](http://www.mytaxillinois.gov)*  
or
- Itinerant Merchant License**  
*Form must be completed 10 calendar days prior to the event*