



# BUSINESS SHOWCASE EXPO APPLICATION

## EXPO

Participate in the Family Friendly Event which has previously seen over 25,000 residents and surrounding community. Showcase booths are strategically located through the Taste venue to insure maximum exposure for your business. This expo is to showcase your business serve to all the festival goers over the five-day event.

## LOCATION

Downtown Glen Ellyn,  
Northwest of the Tracks on Glenwood/Crescent Blvd.

## CONTACT

PHONE:  
(630) 469-0907

WEBSITE:  
[glenellynchamber.com/taste](http://glenellynchamber.com/taste)

EMAIL:  
[taste@glenellynchamber.com](mailto:taste@glenellynchamber.com)

## EXPO CONTACT:

Jaclyn Eidukas  
Glen Ellyn Chamber



## EXPO DATES & HOURS

### August 11-15

- Wednesday, August 11 1:00pm - 10:00pm
- Thursday, August 12 1:00pm – 10:00pm
- Friday, August 13 1:00pm – 10:30pm
- Saturday, August 14 11:00am – 10:30pm
- Sunday, August 15 11:00am – 8:00pm

## EXPO DETAILS

### Hours

**New: Exhibitors can select their days.** Exhibitors are required to staff their booth for the duration of the event for all days they are registered to exhibit.

All Days	5 days	Community, Live Music & Carnival	Wednesday - Sunday
Live Music Days	3 days	Live Music & Carnival	Thursday - Saturday
Community Days	2 days	Back to School Event, Community Stage & Carnival	Wednesday & Sunday
One Day Only	1 day	Pick your day	Wednesday, Thursday, Friday, Saturday, Sunday

### Booth Space

Tent spaces are 10ft x 10ft. Includes 8' table and two chairs. Exhibits must be contained inside the booth for safety and traffic flow. Expo booths are limited. Chamber members have priority for expo registration. No refunds.

### Tent & Electricity

The Chamber will provide vendors with a tent. An electrical outlet will be provided. Extension cords are not provided.

### Signage

Exhibitors are responsible for their own signage.

### Sale of Merchandise

Exhibitors may not sell or distribute food or beverage in any manner. Exhibitors may sell merchandise, hold drawings, etc. from their booth.

### Security

Exhibitors are responsible for their own booths. The Chamber will not be held responsible for lost/stolen articles or damages to booth or contents.

# BUSINESS EXPO APPLICATION

**Deadline: Friday, July 23**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_  
Onsite Contact \_\_\_\_\_ Onsite Phone \_\_\_\_\_

## EVENT FEES

### Booth Options

<input type="checkbox"/> <b>All Days</b>	5 days	Community, Live Music & Carnival	Wednesday - Sunday	\$1,000
<input type="checkbox"/> <b>Live Music Days</b>	3 days	Live Music & Carnival	Thursday - Saturday	\$750
<input type="checkbox"/> <b>Community Days*</b>	2 days	Back to School Event, Community Stage & Carnival	Wednesday & Sunday	\$500
<input type="checkbox"/> <b>One Day Only*</b>	1 day	Pick your day (Circle One)	Wednesday, Thursday, Friday, Saturday or Sunday	\$300

\*Exhibitors are to remove all marketing materials the same night they set up.

### Discounts Options

- Chamber Member Discount \$50 per day \$ \_\_\_\_\_  
 Non-profit Discount \$50 per day \$ \_\_\_\_\_

### Late Fee

- After 7-23-2021 Fee \$100 \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

## PAYMENT

### Payment Method (Payable to: Glen Ellyn Chamber of Commerce)

*\*Payment must be received in full by July 23 or your booth space will be forfeited.*

- Credit Card  Check # \_\_\_\_\_

Name on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSC \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Applications can be:

**Mailed to:**  
Glen Ellyn Chamber of Commerce  
810 N. Main Street  
Glen Ellyn, IL 60137

**Emailed to:**  
Subject: Taste of Glen Ellyn  
[taste@glenellynchamber.com](mailto:taste@glenellynchamber.com)

**Faxed to:**  
Attention: Taste of Glen Ellyn  
(630) 469-0426

# RULES & REGULATIONS AGREEMENT

## Event Details

- The event will be in the Glenwood/Crescent Parking Lot and will take place:
  - Wednesday, August 11 1:00pm - 10:00pm
  - Thursday, August 12 1:00pm – 10:00pm
  - Friday, August 13 1:00pm – 10:30pm
  - Saturday, August 14 11:00am – 10:30pm
  - Sunday, August 15 11:00am – 8:00pm

## Participation

- Revenues for Exhibitors are not guaranteed.
- Anyone selling alcohol will be immediately ticketed, removed from the event and forfeit entry fees and deposits.
- Smoking is not permitted in or around the booth area.
- The event will remain open regardless of weather conditions (rain or shine), although operations may be suspended during severe weather.

## Application

- The Business Showcase Expo Exhibitor Application is to be fully completed, and a signed copy of this Agreement shall be submitted by Exhibitor to the Glen Ellyn Chamber of Commerce (the “Chamber”) via one of the following: mail, 810 N. Main Street, Glen Ellyn IL 60137; email, [taste@glenellynchamber.com](mailto:taste@glenellynchamber.com); or fax, 630-469- 0426.
- Full payment must be received for consideration no later than Friday, July 23, 2021.
- If Exhibitor’s application is denied, Exhibitor will be notified and receive a full refund.

## Insurance

- A certificate of public liability insurance, with a minimum limit of \$2,000,000 for the Exhibitor must be submitted to the Chamber via mail, 810 N. Main Street, Glen Ellyn IL 60137; via fax, 630-469-04266; via email, [taste@glenellynchamber.com](mailto:taste@glenellynchamber.com); naming the Chamber and Village of Glen Ellyn as additional insureds. Insurance certificate deadline for Exhibitors is Friday, July 23, 2021.

## Indemnification and Liability

Exhibitors shall indemnify and hold harmless the Chamber and Village of Glen Ellyn and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from this Agreement, the event, and the Exhibitor, the Chamber and the Village of Glen Ellyn carrying out its terms. Such obligation shall not be construed to negate or reduce any other right or obligation of indemnity which would otherwise exist as to any such party or person. In any and all claims against the indemnified party or any of its agents or employees by any employee of Exhibitor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Exhibitor or any employee under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. Except as expressly provided in this Agreement, the Chamber and Village of Glen Ellyn shall have no liability to Exhibitor, including but not limited to incidental, consequential, special, punitive, or exemplary damages, or for lost profits or interruption losses in connection with this Agreement.

## Cancellations

- All cancellations by Exhibitor must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Exhibitor cancellations made after Friday, July 23, 2021 will not be entitled to a refund of the payments already made and may also be subjected to a \$300 cancellation fee.

## Contract Cancellations and Force Majeure

- The Chamber and the Village of Glen Ellyn have the right to control all aspects of the event, and shall not be liable for any delay or failure in performance due to causes beyond their reasonable control, including but not limited to an Act of God, natural disasters, pandemics, epidemics, widespread diseases or government actions.
- The Chamber and the Village of Glen Ellyn reserve all right to cancel this Agreement at any time for the good of the event, in their discretion.

*Refunds*

- Any cancellation of this Agreement by the Chamber and the Village of Glen Ellyn may result in a full, partial or no fee being refunded at their discretion to the Vendor, regardless of whether Exhibitor has abided by the terms of this Agreement.
- A cancellation or suspension by the Chamber and Village of Glen Ellyn based on Exhibitor not abiding by the terms of this Agreement will not be eligible for a refund.
- All refunds will be made out to the account holder listed on initial payment, unless otherwise specified.
- Event cancellation due to inclement weather will not result in a refund.

**Booth Space**

- Exhibitor will be assigned a booth space approximately 10 X 10ft. **No trailers will be allowed.**
- Exhibitor agrees to accept the space assigned to them by the Chairman, including any relocation of Exhibitor after a space has been assigned; and to conduct its business only within the space assigned.
- Exhibitor must be ready for a Health, Fire, and Electrical inspection by 12:00 P.M. on Wednesday, Aust 11 or the day they vend, and completely satisfy all requirements prior to being allowed to open.

*Electrical Usage*

- Electrical usage must be limited to 20amps (1850 – 2200 watts). If payment is not paid, Exhibitor will not be provided an electrical outlet.
- Exhibitor must supply its own extension cords. They must be U.L. listed for outdoor use, 15 amp minimum capacity, 3 wire grounded and no longer than 25 ft.

*Fire Safety*

- A cleared three ft. aisle must be left behind Exhibitor’s tent to ensure quick evacuation if necessary.
- Exhibitor must have a fire extinguisher available with a 2A B:C rating is sufficient.

*Garbage*

- Dumpsters will be available for trash disposal.
- Cardboard boxes must be broken down when disposed.

*Set Up & Clean Up*

- Exhibitors will be contacted with set up time.
- All equipment and Exhibitor’s property must be removed by Sunday, August 15, 2021 by 10pm. Exhibitor’s participating one or two days are expected to remove all marketing from their booth that same night. Exhibitor’s area must be left clean, free of all garbage.
- Exhibitor will be allowed to leave equipment set up. Security will patrol the area Thursday – Saturday. There will be no security after 10:30 P.M. on Saturday night. Neither the Chamber nor the Village assumes responsibility for Exhibitor’s equipment. Adequate property damage and theft insurance is to be provided by Exhibitor for its protection.

**Questions**

- Please contact the Chairman at the Chamber office or email [taste@glenellynchamber.com](mailto:taste@glenellynchamber.com).

By signing and submitting this Rules & Regulation Agreement, Exhibitor has read and agrees to all terms and requirements here in, as well as the completed Business Showcase Expo Exhibitor Application, and agrees to all required payments being made and processed.

Exhibitor/Business Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title/Owner \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2021

**For Office Use Only**

Application Received \_\_\_\_/\_\_\_\_ Payment Received \_\_\_\_/\_\_\_\_ Liability Ins. Cert. Received \_\_\_\_/\_\_\_\_ Logo Received \_\_\_\_/\_\_\_\_