



**2020 NON-RETAIL MERCHANDISE
VENDOR AGREEMENT**

Telephone: 773.313-3893
festival@copernicuscenter.org
TOPchicago.org

This Non-Retail Merchandise Vendor Agreement (“Contract”) is entered into the day and year stated below by and between the **Copernicus Foundation**, 5216 West Lawrence Avenue, Chicago, Illinois 60630, a charitable not-for-profit organization (“Copernicus Foundation”), and the vendor named below (“Vendor”) for rental of designated space for Vendor’s sole use (“Space”) for the term of the 2020 Taste of Polonia Festival event. Vendor certifies that Vendor is primarily NOT offering retail merchandise for sale at this event.

Retail Vendors or Corporate Vendors, i.e., retail sellers, insurance, banks, etc., must use the Retail or Corporate Vendor forms. To obtain the correct form, please contact our office, send an email to festival@copernicuscenter.org or download from [THIS LINK](#).

Section 1. The Taste of Polonia Event

Dates: September 4th 2020 thru September 7th 2020

Times: Friday: 5pm-10:30pm ~ Saturday-Sunday 12pm-10:30pm ~ Monday 12pm– 9:30pm

Section 2. Vendor

VENDOR NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MOBILE #: _____

E-MAIL: _____

IBT #: _____ Website / Facebook: _____

☺ To be listed on our website ▲

Section 3. Grant of Space

Upon acceptance of this Contract and receipt of the required payment, the Copernicus Foundation will grant Vendor the right to use a designated space (the "Space") during the 2020 Taste of Polonia Festival. This Contract does not create an employee-employer relationship between the parties; Vendor is solely responsible for all activities within the Space.

Fee: Standard Booth - \$1,200 Premium Booth - \$ 1,300

Includes: 1 - 10' x 10' covered space with lighting
 2 - 6 ft banquet tables
 2 - folding chairs

Please note that all tables and chairs have to stay within the boundaries of each booth.

Electrical power is only available only in certain areas. It cannot be provided unless specifically requested and ordered prior to the event. Each 15 amp circuit will cost \$15.

Circuits requested: _____ x \$15 = \$ _____.

Premium Booths numbers: 2, 3, 4, 25, 29, 32 & 33

Booths reserved for Festival Sponsors: 1, 20, 23, 24, 30 & 31 (*Minimum \$5,000 Sponsorship required*)

Standard Booths: all remaining numbers

Section 4. Laws and Permits

- A. Vendor must comply with all relevant local codes and regulations, and state and federal laws with regard to the use of the designated Space.
- B. Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for its operation, including city, county and state sales taxes.

Section 5. Vendor Responsibilities; Vendor Conduct; Use of Space

- A. Vendor is responsible for all sales taxes on items sold and for reporting and paying sales taxes to the appropriate government agencies.
- B. Vendor is responsible for the security and safety of Vendor's equipment, monies, supplies, and related items.
- C. The Copernicus Foundation will not redeem any paper tickets for the sale of Vendor's merchandise.
- D. Vendor's use of the Space is non-transferable. Vendor may not allow anyone else to use the Space without the prior express permission of the Copernicus Foundation.
- E. Vendor is prohibited from taping, stapling, nailing, hanging or attaching, in any manner whatsoever, items to the tent and shall be held liable for any damage to the tent, frame or canopy.

Section 6. Indemnification and Release

For good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, Vendor hereby agrees to release and hold the Copernicus Foundation, its officers, directors, employees, and agents harmless from any and all claims arising from any injuries, losses or damages, whether to person or property, caused by the negligence of Vendor, its employees and agents. Further, Vendor agrees to indemnify and hold the Copernicus Foundation harmless from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever including, but not limited to, the cost of reasonable attorney's fees which the Copernicus Foundation may be required to pay, sustain, suffer or incur by reason of or in connection with the operation of Vendor at the Taste of Polonia extending from set up, during all times of the Festival, through the complete teardown of Vendor's operation.

Section 7. Reservation of Rights

- A. The Copernicus Foundation reserves the right to approve all items sold by Vendor.
- B. The Copernicus Foundation reserves the right to impose additional rules and regulations as the Copernicus Foundation deems necessary.

Section 8. Selection of Location

Selection of Vendor’s Space (Section 3 above) can only be accomplished upon this Contract being signed and submitted, together with Vendor’s required deposit (min. \$300). Any verbal, written or implied assurances will NOT hold your location!!

May we include your firm in our social media advertising? Yes _____ No _____
 Would you post about our Festival in your social media? Yes _____ No _____
 Would you like to be supplied with: Posters _____ Fliers _____ Banner _____

Banner Exchange Program: Display our Banner at your location for a period of 2 weeks prior to the Event, and we will display your Banner on the Festival grounds ***Free of Charge!***

Any balance must be paid in full on or before Friday, August 3rd, 2020. Any unpaid balance may result in forfeiting your Space, relocating you to a different location and/or the cancelation of this Contract and forfeiture of your deposit.

Copernicus Foundation

_____ *Print Vendor Name*

By: _____
Kamila Sumelka

By: _____
Signature

_____ *Taste of Polonia Director*

_____ *Position*

Dated: _____
Fed tax ID: 23-716-4993

Dated: _____

OFFICE USE ONLY	
Deposit Amount Received: _____	Date: _____