



## **2023 MARKETPLACE VENDOR APPLICATION**

We are very proud to present one of the most unique and well-known festivals in the Midwest, the 37<sup>th</sup> Annual Scottish Festival & Highland Games! This two-day summer celebration offers an extensive array of Scottish and Festival attractions.

The Scottish Festival & Highland Games attracts anywhere from 10,000 to 15,000 attendees.

Many activities happen throughout the festival including: Heavy Athletics, Piping & Drumming competitions, Dance Competitions, an Entertainment Rock Stage, a Celtic Marketplace and many, many more. Attendees will be able to purchase admission tickets in advance of the event, but also at the gate the day of the event.

The CHICAGO SCOTS, celebrate Scottish identity on behalf of the Illinois Saint Andrew Society. Established in 1845, the Illinois Saint Andrew Society is the oldest 501(c)3 charity in Illinois. The Society nourishes Scottish identity through service, fellowship and celebration of Scottish culture. In addition to organizing initiatives to promote Scottish culture, the Society offers a range of elder care services at our Scottish Home and MacLean House. The Society welcomes everyone who is Scottish by birth, by heritage or simply by inclination.

We guarantee that the proceeds from the festival directly support the mission of the Society, Scottish Home and MacLean House. We strive to ensure that the festival will continue to be Chicago's premiere showcase for Scottish heritage, arts, and culture.

### **APPLICATION DEADLINE: May 22, 2023 – NO EXCEPTIONS**

#### **LIABILITY COVERAGE:**

- Vendors are **REQUIRED** to obtain and submit proof of insurance listing CHICAGO SCOTS/Illinois Saint Andrew Society as the additional insured on General Liability Coverage of a maximum of \$1,000,000.00. Proof of this coverage **MUST** be emailed or mailed to the address below by May 22, 2023. Participation as a vendor at the Festival is **NOT** allowed without proof of insurance

#### **EXHIBIT SPACE, TABLE and CHAIR RENTAL MUST BE PRE-ORDERED**

- If you purchase electric, we supply 1 SO cord to the back of the booth. Concessionaires must supply heavy-duty grounded extension cord to plug into SO cord
- **NOTE:** If you purchase more than one booth space, you will be charged electric for the number of spaces you are renting
- Additional tables/chairs will **NOT** be available for rental on the day of the festival
- You **CAN** bring your own tent

#### **SET-UP TIME SLOTS and EXPECTATIONS**

- Friday, June 16<sup>th</sup> between 8:00 a.m. and 12:00 p.m. or Saturday, June 17<sup>th</sup> between 6:00 a.m. and 7:30 a.m. You will be asked to schedule your set-up time prior to the festival

### **UPON ARRIVAL:**

- **FIRST** – ALL Vendors must check in at the Vendor Check-In Tent located at the private Vendors only entrance, located near 333 Pierce Rd. Enter parking lot from Windsor Drive

### **AT VENDOR CHECK-IN:**

Admission tickets – it will be your responsibility to make sure tickets for employees arriving separately be delivered to the Admission Gate Will Call

- Site Map
- For each 15' x 15' exhibit space, you will receive:
  - Two (2) admission tickets (\$25.00 value each)
  - One (1) complimentary parking/unloading pass (\$5.00 value)
  - If you purchase a space larger than 15' x 15', you will be issued one extra admission ticket and one additional parking pass per each additional space

### **UNLOADING/SET-UP:**

- **ACCESS** to the Vendor only road will be granted during set-up and take-down times **ONLY**. Vehicles will NOT be permitted to drive on grass areas of the festival ground at any time
- You will not have access to drive beyond the Admission Gate Friday after 12 p.m. or Saturday between 7:30 a.m. and 7:15 p.m., upon completion of the Massed Bands. Security will be on-site!

### **LODGING INFORMATION:**

- Overnight campers are not permitted. Nearest campground – Blackwell Forest Preserve in Warrenville, IL. (About 17 miles from Festival Site)

### **SPECIFIC REGULATIONS:**

- IF YOU SELL CONSUMABLE GOODS, contact the Sanitarian at the DuPage County Health Department by May 28, 2023, located at East Public Health Center, 1111 East Jackson Street, Lombard, IL 60148 – 630.682.7979 – [www.dupagehealth.org](http://www.dupagehealth.org)
  - The Health Department will determine your Food Service Permit fee. Send your completed Food Service Permit Application and payment directly to the DuPage County Health Department. It must be received no later than 14 days prior to the event!

### **For questions or comments please contact:**

Jack Sanders, Games Manager, Scottish Festival & Highland Games

**Email:** [jacksanders@chicagoscots.org](mailto:jacksanders@chicagoscots.org)

**Phone:** 708.426.7111

### **Please complete the MARKETPLACE Application on the next page and email it no later than May 22, 2023 to:**

Jack Sanders, Games Manager, CHICAGO SCOTS **Email:** [jacksanders@chicagoscots.org](mailto:jacksanders@chicagoscots.org)



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ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN May 22, 2023

Email to: [jacksanders@chicagoscots.org](mailto:jacksanders@chicagoscots.org)

## CONTACT INFORMATION:

Business Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Items available: \_\_\_\_\_

## EQUIPMENT REGISTRATION:

15' x 15' exhibit space (2 tickets, 1 parking pass included – tent **NOT** included) \$375.00 \_\_\_\_\_

25' x 25' exhibit space (3 tickets, 2 parking passes included – tent **NOT** included) \$495.00 \_\_\_\_\_

30' x 30' exhibit space (4 tickets, 3 parking passes included – tent **NOT** included) \$615.00 \_\_\_\_\_

40' x 25' exhibit space (5 tickets, 3 parking passes included – tent **NOT** included) \$855.00 \_\_\_\_\_

60' x 20' exhibit space (5 tickets, 3 parking passes included – tent **NOT** included) \$950.00 \_\_\_\_\_

10' x 10' tent rental (set-up, lightning rods included, walls **NOT** included) \$330.00 \_\_\_\_\_

20' x 20' tent rental (set-up, lighting rods included, walls **NOT** included) \$525.00 \_\_\_\_\_

8' H x 20' W walls for tent (price per wall – specify number of walls needed) \$60.00 each \_\_\_\_\_ QTY

Electrical hook-up (1-20amp duplex line) (**MUST select NOW to get power**) \$90.00 \_\_\_\_\_

8' table(s) \$20.00 (each) \_\_\_\_\_ QTY

Chairs \$5.25 (each) \_\_\_\_\_ QTY

TOTAL: \_\_\_\_\_

## PAYMENT:

### **CHECK** \_\_\_\_\_

Make checks payable to CHICAGO SCOTS 2800 Des Plaines Ave. North Riverside, IL 60546

**CREDIT CARD** Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Address associated with Credit Card: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.5% service fee applies to Credit Card payments.**

As a potential vendor of the CHICAGO SCOTS Scottish Festival & Highland Games, I agree to maintain a high level of professionalism while representing your organization in the Celtic Marketplace. As a potential vendor, I promise to conduct business in a way that is respectful to the other merchants in attendance. I will not behave in a way that can be perceived as harmful or detrimental to any other vendors or attendees of the festival.

**At the CHICAGO SCOTS Scottish Festival and Highland Games we:**

- Work together to create a supportive, inclusive, and encouraging event and environment
- Share the load and provide encouragement to colleagues and volunteers by treating each other with courtesy, sensitivity, tact, consideration & respect
- Promote healthy and safe work practices by recognizing that commonsense is fundamental to safety
- Exercise self-control in managing stress, anger and attitude

**(Initial)**\_\_\_\_\_ I have read and understand the rules and regulations listed on this form and wish to be entered in the events listed above. I hereby, for myself, my heirs, and executors assign, waive and release any and all rights and claims I may have for damages against Illinois Saint Andrew Society/CHICAGO SCOTS, sponsors, their agents or representatives for any injuries which may be suffered by me attending, participating in or traveling to or from the Scottish Festival & Highland Games.

**SUBMIT APPLICATION VIA:**

*All applications must be received no later than May 22, 2023*

**MAIL:** CHICAGO SCOTS 2800 Des Plaines Ave. North Riverside, IL 60546

**EMAIL:**

Jack Sanders, Games Manager, Scottish Festival & Highland Games

**Email:** [jacksanders@chicagoscot.org](mailto:jacksanders@chicagoscot.org)

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