

Glenview Summer Festival

The Glenview Chamber of Commerce

37th Annual Glenview Summer Festival

Rules & Regulations
June 26, 2010

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Glenview Summer Festival

RULES AND REGULATIONS
JUNE 26, 2010

DATE: Saturday, June 26, 2010 RAIN OR SHINE

TIME: Saturday: 8:00 a.m. to 4:00 p.m.

Set up time is from 6:00 a.m. to 8:00 a.m. You may not take down your booth before 4:00 p.m. All vehicles must be off the street by 7:30 a.m. This will be enforced by the Glenview Police Department.

LOCATION: Based on Village regulations, the Festival is confined to Glenview Road west of Waukegan Road and east of the Metra tracks.

GENERAL: By the authority of the Village of Glenview, the Chamber of Commerce is recognized as the sponsoring agency of the Glenview Summer Festival. All participants are subject to and must abide by all rules and regulations as may, from time to time, be stated by the Chamber. Decisions and rule interpretations by the Chamber of Commerce shall be final.

Space Allocations - Vendor spaces will be multiples of approximately 20 feet across. The depth will vary in accordance with the particular space allocated.

Space non-transferable - Space allocation is granted to the applicant ONLY and shall not be transferred, shared, sublet or subdivided. NO EXCEPTIONS to this rule will be granted.

Booth Rental - The Glenview Chamber of Commerce will order booths or tents for any interested participants. The size of the booth is 10 X 10 with a striped awning material and front shelf. There is also a pop up tent that is 10 X 10. The rental fee must accompany this application.

Merchandise - Items to be sold by merchants are limited to those items ordinarily sold in their establishments. No alcoholic beverages can be sold. Keep in mind that the Glenview Summer Festival was established to showcase our merchants and to allow the sale of their excess inventory. This insures QUALITY MERCHANDISE at our Festival. All merchandise must be new (antiques excluded). No used merchandise may be sold under any circumstances.

Sales Tax - Sales tax for the day must be reported as on any other business day. For businesses outside Glenview, sales taxes collected this day must be credited to Glenview.

Non-allowed Activities - Distribution of pamphlets, literature, campaign materials and like items shall not be allowed except at your booth. No entertainment or amplified sound (bull horns, music, etc.) shall be permitted without prior approval from the Glenview Summer Festival Committee.

Tables - All display tables must be at least 6 feet in length. **All tables must be skirted.**

Raffle/Drawings/Announcements - To have the winner of your raffle or drawing announced or to have a special announcement made at the Glenview Summer Festival, print or type the information, your booth number and name, and the time the announcement is to be made on a 3 X 5 index card. Bring the card to the Chamber Booth located on the corner of River Drive and Glenview Road.

Artists/Crafters - The Craft Committee reserves the right to choose vendors who best serve the image and quality of the event. Vendors will be allocated a space on a first-come, first-served basis. Early registration is encouraged as space is limited.

Electricity - Maximum 15 amps will be provided, for a fee, from the street lights to those requiring electricity. **You MUST PROVIDE duct tape and 100 continuous feet of heavy duty, grounded electrical cord to run from your allocated space to the nearest light pole.** All generators must be located 300 feet from public access. You must notify the Chamber of Commerce that you are using a generator prior to the event.

Food & Beverage - A limited number of spaces will be made available for the sale of food and beverages. You must be a licensed restaurant or a Glenview Service Club. Any remaining spaces will be allocated at the discretion of the food and beverage subcommittee.

Spaces within each category will be allocated on a first-come, first-served basis. Menus and prices for all items to be sold must be submitted at the time of application. All menus and prices are subject to approval of the food and beverage committee in order to prevent duplication and price discrepancies. All decisions of the committee shall be final.