



# PARADE FINALE

## VENDOR REGISTRATION FORM

### 62<sup>nd</sup> Englewood Back to School Parade

Parade Day: Saturday, August 19, 2023

Picnic finale will be held at Ogden Park, 6500 S. Racine Ave, Chicago IL 60636

**FORMS ARE DUE NO LATER THAN AUGUST 7, 2023 OR UNTIL ALL VENDOR SLOTS HAVE BEEN FILLED**

BUSINESS/GROUP/ORGANIZATION: \_\_\_\_\_

NON-PROFIT? ( ) YES ( ) NO      FEIN# (9-DIGIT#): \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ITEMS(S) OR PRODUCT(S) YOU ARE PLANNING TO DISTRIBUTE:

\_\_\_\_\_  
\_\_\_\_\_

#### GENERAL RULES FOR VENDORS:

1. All vendors are required to present a general liability insurance certificate that names the Chicago Park District as an additional insured, Chicago Park District, 541 N. Fairbanks, Chicago, IL 60611.
2. Vendors will be able to distribute information regarding the services and/or items that are offered.  
**NO SALES OF ANY KIND WILL BE ALLOWED.**
3. Vendors will be allowed to set-up at 9:00am. No vendors will be able to set-up after 10:30am.
4. Vendors will be allowed to choose their own space. No blockages/obstructions of park entry way(s), park facility doorways or parade activity tents and/or areas will be allowed.
5. Vendors are required to supply their own power source if needed.
6. Vendors are responsible for removing their own trash.
7. This event is family based, if any literature or giveaways are deemed inappropriate you will be asked to remove those items.
8. If food is provided at parade finale, vendors are encouraged to assign someone from their organization to obtain food and beverages for the business/group/organization from the food tent/area/court.

**VENDOR SPACE RENTAL FEES** (*Non-for-profits must provide their own set-up which includes a table & 2 chairs*): THERE WILL BE A NON-REFUNDABLE **\$250.00 FEE** FOR ALL ORGANIZATIONS EXCEPT NON-FOR-PROFITS; one table & two chairs will be provided for all fee-paying organizations. *The Englewood Back to School Parade is an Illinois not-for-profit corporation with tax exempt status under Internal Revenue Code Section 501(c)(3).*

#### PAYMENT CAN BE MADE THROUGH PAYPAL OR BY CHECK:

- **PAYPAL:** visit website <http://englewoodparade.org> and click donate button. **Please put "VENDOR FEE" in the field "Add special instructions to the seller."**
- **CHECKS SHOULD BE MADE PAYABLE TO:** The Englewood Back to School Parade and mailed to Englewood Parade, P.O. Box 21069, Chicago IL. 60621
- **CASH DEPOSITS:** Can be dropped off at **U.S. Bank**, 815 W. 63<sup>rd</sup>, Chicago IL 60636, please ask for **Bernique Salako, Branch Manager.**

**PLEASE EMAIL THIS FORM AND/OR ANY QUESTIONS TO: [ebtsp@englewoodparade.org](mailto:ebtsp@englewoodparade.org)**  
**Please allow 48 hours for form receipt confirmation and/or a reply.**