



CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection
SPECIAL EVENT PERMIT APPLICATION

ITINERANT MERCHANT LICENSE APPLICATION
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

THIS FORM MUST BE SUBMITTED 10 CALENDAR DAYS PRIOR TO THE EVENT

FEE: \$ 25.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

An Itinerant Merchant License is issued to any organizer of a short-term trade show, exhibition, event etc. taking place in the City of Chicago where there will be vendors selling merchandise or providing services.

ALDERMAN _____

WARD _____

EVENT INFORMATION

Name of Event _____

Address of Event _____

Event Start Date _____ Event End Date _____

SPONSORING ORGANIZATION/BUSINESS

Sponsoring Organization/Business Name _____ Address, City, State & Zip Code _____

Department of Business Affairs & Consumer Protection _____ Contact Name _____

Account Number _____ Phone Number _____

If you do not know your account number, please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 26 & 27 or visit www.cityofchicago.org/businessaffairs

Total # of Vendors _____ Phone Number _____

List of Vendors*:

Name of Vendor	Address	Item to be Sold	Ill. Bus. Tax Number*
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*Only vendors who are selling (not just displaying) items needs to be included. You may attach a printout of a list of the vendors if it is more convenient.
 **if the vendor does not currently have an Illinois Business Tax (IBT) Number they should contact the Illinois Department of Revenue at (217) 785-3707 to apply.

I hereby swear that all the information I have stated above is true.

Print Name _____ Date _____

Organizer/Owner/Officer Signature _____

Chicago's



Classic Car Show

Booth Space Request Form

I _____, of _____ am
First/last Name Company Name

requesting a booth at **Chicago's Historic Route 66 Classic Car Show, on Sunday September 9, 2018**. I understand that as a vender I am required to have a Registered Business License. I understand that all fees are nonrefundable and that the above stated business is required to have its own insurance and do not hold the City of Chicago or Chicago's Historic Route 66 Classic Car Show responsible or any incidents or infractions that may occur. This is a request only and is subject to approval. The space provided is approximately 10' x 10' (space only no equipment or furniture) for the duration of the car show (11am – 5pm) on the above stated date only. I am responsible for my own table and chairs.

This form and all other required documents must be received by August 9, 2018 with a Check or Money Order payable to: **Chicago's Historic Route 66 Classic Car Show**.

Name _____
First / Last

Date _____
MM/DD/YY

Company _____

Food or Merchant
Circle One

Company Address _____

City _____ State _____ Zip _____

Signature X _____

	Merchant Vendor	Food Vendor	Advertising Booth
City	\$25.00	\$ 75.00	\$ 0.00
Car Show	<u>\$50.00</u>	<u>\$ 50.00</u>	<u>\$50.00</u>
Total	\$75.00	\$125.00	\$50.00

- Required Documents:
- 1 Booth Space Request Form
 - 1 City of Chicago Food or Merchant Vendor Application
 - 1 Certificate of Liability (food Vendors)
 - 1 Check/Money Order