



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

(708) 345-0020 FAX (708) 345-2873

WWW.WESTCHESTER-IL.ORG

2025 EVENT RETAIL VENDOR APPLICATION

Vendor Information

Name of Business: _____

Business Address: _____

Contact Person: _____ Cell Phone Number: _____

E-mail Address: _____

Business is located in Westchester OR is a Westchester Chamber of Commerce Member: Yes ☐ No ☐

Event Participation - Please select which event(s) you are interested in vending at:

☐ Juneteenth Community Celebration (Saturday, June 21 - Afternoon)

Setup

☐ I acknowledge that I must bring my own 10x10 tent, table, and chairs.

Power Supply

☐ I will bring my own quiet generator

☐ I do not require power

Products & Pricing

- Product & Price: _____
- Product & Price: _____
- Product & Price: _____
- Product & Price: _____
- Product & Price: _____

VILLAGE OF WESTCHESTER

2025 EVENT RETAIL VENDOR APPLICATION

(CONTINUED)

Fees & Deadline

- Retail Vendor Fee: \$75 per event day
- The fee is waived for businesses located in Westchester or members of the Westchester Chamber of Commerce.
- All applications, documents, and payments are due by **May 30, 2025**.

Indemnification Agreement

The undersigned Vendor agrees to indemnify, defend, and hold harmless the Village of Westchester, its officers, agents, employees, and volunteers, and the Park District of Westchester, including its board members, employees, and agents, from and against any and all claims, liabilities, losses, damages, expenses, costs (including attorney's fees and court costs), and charges of any kind that arise out of or are in any way connected with the Vendor's operations or presence at the aforementioned events. This indemnification includes, but is not limited to, responsibility for all bodily injuries, death, and property damage sustained by any person or entity, including the attendees, other vendors, and the general public. This clause shall survive the expiration or termination of this agreement. The Vendor acknowledges that they have the sole responsibility to maintain adequate insurance coverage to meet these obligations and agrees to provide proof of such insurance upon request by the Village of Westchester or the Park District of Westchester.

Important Notes and Terms

All applications are subject to approval by the Village of Westchester. Space is limited and vendors may be selected to ensure a variety of offerings. The Village reserves the right to adjust or limit offerings to avoid duplication. If your application is approved, you must submit the required fee and any requested documentation. Failure to comply with any requirements will not constitute grounds for a registration fee refund. Vendors must arrive at least one hour prior to event start time and be fully set up. All vendors must be self-sufficient and responsible for their own setup, power, and operations.

Signature

By signing below, I affirm understanding and agreement to adhere to all rules and regulations provided by the Village of Westchester for vending at the 2025 events.

Signature of Vendor: _____ Date: _____

Printed Name of Vendor: _____

**Completed applications must be submitted via email by May 30, 2025
to Annie Canavan at acanavan@westchester-il.gov**