



FESTIVAL EXHIBITOR AGREEMENT

We invite you to participate in this exceptional opportunity to reach 21,000+ riders who value a healthy lifestyle through MB Bike the Drive on Sunday, May 28, 2017.

FESTIVAL SPACE

Each standard 10'x10' space in our Post-Ride Festival includes a table and two chairs. **Reservation deadline is May 8, 2017.**

Insurance Requirements

All exhibitors must obtain a "Certificate of Additional Insured" for the event. More information regarding insurance requirements is specified in Attachment A.

Exhibitor Option (Choose one)

- \$800 For-profit business entity (including tent rental)
- \$700 For-profit business entity, (bringing your own tent)
- \$500 Non-profit business entity (including tent rental)
- \$400 Non-profit business entity (bringing your own tent)
- Other: _____

**All options include 1 table and 2 chairs*

**All spaces/tents are 10'x10'. Larger tents/spaces are available for an additional charge.*

Use

- We plan to sell goods or services (must include Attachment B: Itinerant Merchant License)
- We plan to offer the following samples/giveaways: _____

Logistics

- We will set up our tent space on Saturday, May 27 (12–4 p.m. load-in time, cars OK)
- We will set up our tent the morning of Sunday, May 28 (4 a.m.–8 a.m. load-in time, on foot only—no cars)

EXTRAS

- \$150 - Generator
- \$500 - Standard Placement in our Virtual Goody Bag (non-profit rate \$400)
- \$1,500 - Premium Placement in our Virtual Goody Bag (non-profit rate \$1,000)

Please return completed form to Tom Van Winkle at tom@activetrans.org



FESTIVAL EXHIBITOR AGREEMENT (continued)

ORGANIZATIONAL INFORMATION

Administrative Contact Name and Position

Business/Organization Website

Address

Phone Number E-mail

DAY OF CONTACT (IF DIFFERENT THAN ADMINISTRATIVE CONTACT ABOVE)

Contact Name and Position

Email Address Phone #

PAYMENT INFORMATION

Credit Card Type (Check One): Visa Mastercard Amex Discover

Name on Card

Credit Card Number

Expiration CVV Code

Total Payment

Please send an invoice to the administrative contact listed above



ATTACHMENT A

MB Bike the Drive 2017

Vendor/Contractor Insurance Requirement

As a MB Bike the Drive contracted vendor, we require all vendors, partners and contractors to provide proof of Commercial General Liability Insurance in the amounts as follows:

- \$1,000,000 Each Occurrence
- \$2,000,000 Per event or Location aggregate
- \$2,000,000 Products Completed Operations aggregate
- \$1,000,000 Personal and Advertising Injury Liability
- \$100,000 Damage to property of Others (Fire Legal Liability)
- \$5,000 Medical Payments

In addition, if you have employees, you must provide proof of Statutory (Illinois) Workers Compensation coverage on all employees, contractors and volunteers. This can come in the form of a certificate of insurance.

We also will need an endorsement issued on your Commercial General Liability policy, showing Active Transportation Alliance as an additional insured for the negligence of the contractor, vendor or partner.

Please provide the insurance certificates by **May 15, 2017**.

Kindly contact me with questions.

Tom Van Winkle
Active Transportation Alliance
9 West Hubbard Street, Suite 402
Chicago, Illinois 60654
p: 312.216.0460
f: 312.427.4907
tom@activetrans.org
www.activetrans.org

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