



Presented by the Tinley Park Chamber of Commerce

Friday, September 20, 2024: 5pm-11pm  
Saturday, September 21, 2024: 1pm-11pm  
Sunday, September 22, 2024: 1pm-6pm  
**BUSINESS VENDOR**

Willkommen Oktoberfest Friends!

We are very excited to be hosting the 7th Annual Authentic German Oktoberfest at the 80th Avenue Metra Train Station **NORTH LOT** on Friday, September 20th, Saturday, September 21st, and Sunday, September 22nd, 2024. The Tinley Park Oktoberfest is one of the largest festivals in the Chicago Southland that will most resemble the traditional Oktoberfest held in Munich, Bavaria, Germany. We will be featuring Authentic German Food, Traditional Oom-Pah and Polka Musicians, a ceremonial keg tapping to kick-off the event and Oktoberfest beers from local Tinley Park Brewers; as well as one of Germany's featured Oktoberfest Brewers, Paulaner.

There will be heightened security measures put in place again at this year's event. Please allow some extra time when checking in and for any deliveries during the event.

This is a great opportunity to present your business to a diverse group of attendees. Based on the event attendance the past two years, we estimate we will have 20,000-30,000 attendees throughout the weekend. The Tinley Park Chamber of Commerce will continue to promote this event through our official Oktoberfest website, Facebook, newspapers, flyers and email blasts. We encourage you to bring brochures, coupons, literature and flyers to distribute on the day of, which will help in marketing yourselves to an anticipated large crowd.

This packet provides detailed information along with the Vendor Application and checklist of documents required to attend this year's event.

**Please note application deadline is August 23rd, 2024.**

Due to a limited number of booths, we encourage you to return the completed packet as soon as possible. Booth spaces will be determined in the order that applications are received.

We are very eager to start promoting your attendance at this year's event. "Like Us" on our Facebook page, *Tinley Park Oktoberfest*, to help engage with our attendees and build excitement for you at our event.

We are looking forward to working with you and making the 2024 Tinley Park Oktoberfest a huge success! If you have any questions, please contact the Tinley Park Chamber of Commerce at 708-532-5700, email <info@tinleychamber.org> or visit our website [tinleychamber.org](http://tinleychamber.org)

Prost!

**Tom McNulty**

*Executive Director*

Tinley Park Chamber of  
Commerce 708-532-5700

[info@tinleychamber.org](mailto:info@tinleychamber.org)



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## **BUSINESS VENDORS INFORMATION & APPLICATION**

### **BUSINESS VENDORS**

Product & Business vendors are invited to attend Oktoberfest to sell, demonstrate, promote, and/or display products and/or services related or complimentary to the festival held in Munich, Germany. We prefer that all product/business vendors selected commit to all three days of the event. *The Oktoberfest Committee has the right to deny any application; vendors will be taken on a first-come-first-serve basis. Once all spaces have been filled, there will be a Vendor waitlist in the event that any of the committed vendors have to relinquish their vendor space.*

### **BOOTHS\*\***

Booth space is large enough to accommodate 10' x 10' tents. All vendors are responsible for providing their own tents, tables, chairs and any displays that may be needed to present products. **Tents MUST be weighted down to prevent them from moving or being affected by the wind** (we are holding this event in a lot with no obstruction from the wind!). We will NOT provide weights for vendor tents. If your tent is not weighted, the Chamber and or Village has the right to ask you to take said tent down for safety purposes. **Booth locations will be chosen by the applying Vendor/Business on a first come, first served basis in order of received, completed applications.**

If vendors are planning to leave merchandise overnight, the booths must be covered on all 4 sides at the conclusion of each event day. The Chamber will provide overnight security but will not be liable for any missing, stolen or broken items.

### **RESERVATION & BOOTH FEE**

A \$300 booth fee is required for each booth. If you require multiple booth spaces to accommodate your product, please note that you will be required to pay per 10'x10' space. The booth fee is non-refundable and must be paid in full before the application can be accepted. **Application deadline is August 23, 2024. All paperwork must be turned in to the Chamber Office to participate in the event.** You are encouraged to submit your paperwork as soon as possible so that we can include your business in the event promotion (e-newsletter, website, Facebook, Chamber member announcements).

### **ON-SITE CONTACT**

The name and contact information for day-of-event on-site manager/supervisor **MUST** be provided on the application. Applications that fail to provide this information will be returned.

*I have read all the information provided on this page and understand that I must adhere to these guidelines.*  
Initial: \_\_\_\_\_



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### **VENDOR SET UP**

Vendors may begin set up at 12:00pm before the festival begins on Friday, September 20th. All booths must be set up at least 30 minutes prior to the event start time. Specific details regarding vendor entrances and loading/unloading areas will be provided to the on-site contact the week of the event. Set-up times and instructions are subject to change up until final instructions are sent.

### **EVENT SPONSORSHIP**

Sponsorship opportunities are available that will provide additional exposure for your business. Please contact Camryn Ivancic <info@tinleychamber.org> at the Tinley Park Chamber Office for more details.

### **LIABILITY INSURANCE**

All vendors are required to carry proof of Liability Insurance while participating in the Tinley Park Oktoberfest. The Tinley Park Chamber of Commerce **MUST** be named as the Certificate Holder and the Village of Tinley Park as additional insured. Information for COI's is as follows:

- Event Information:
  - o **Date:** Friday, September 20, 2024, 5:00pm-11:00pm  
Saturday, September 21, 2024, 1:00pm-11:00pm  
Sunday, September 22, 2024, 1:00pm-6:00pm
  - o **Location:** 80<sup>th</sup> Avenue Metra Train Station  
18001 S 80<sup>th</sup> Ave North Lot  
Tinley Park, IL 60477
- Certificate Holder:
  - o Tinley Park Chamber of Commerce  
17316 S Oak Park Ave  
Tinley Park, IL, 60447
- Additional Insured:
  - o Village of Tinley Park  
16250 S Oak Park Ave  
Tinley Park, IL 60477

If you have any questions or concerns with regards to insurance requested, please contact Camryn Ivancic directly: <info@tinleychamber.org> or 708.532.5700.

*\*\*Wi-fi will not be available on-site.*

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### **VENDOR WAIVER AGREEMENT**

All participants in the Tinley Park Oktoberfest are required to abide by the following agreement. Please sign and return to the Tinley Park Chamber of Commerce. In consideration of said approval and as an expressed condition thereof, participant hereby agrees to assume any and all risk of loss, injury or damage of any kind or nature whatsoever which may occur as a result of participating in the Tinley Park Oktoberfest held on Friday, September 20th, Saturday, September 21st, and Sunday, September 22nd, 2024.

By participating as a Vendor at this event, Vendor hereby agrees to indemnify and hold the Tinley Park Chamber of Commerce and the Village of Tinley Park harmless from and against any loss, damage, or expense including reasonable attorneys' fees incurred or suffered by any third party, person, firm, entity or corporation in connection with the event. Vendor also indemnifies the Tinley Park Chamber of Commerce from and against any and all loss, damage, personal injury, and expense resulting from any damage or destruction to Vendor's belongings, including but not limited to damage or destruction occasioned by force majeure events.

Date: \_\_\_\_\_

Print your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Business or Corporate Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***\*You may wish to make a copy of completed page for your records.***

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## BUSINESS VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of products/ items to be sold: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

### ON SITE CONTACT (day of event) REQUIRED:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **\$300.00 Fee Per Booth Required** Business Booth

☐ 10' X 10' Booth Space – \$300.00 How many booth spaces requested? \_\_\_\_\_

☐ I will require an electrical hook up (no charge)

### METHOD OF PAYMENT

☐ Check or Money Order (Made payable to Tinley Park Chamber of Commerce) **OR**

☐

Please charge my credit card: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Amount to be charged: \$300 per booth space (10'x10') x \_\_\_\_\_ (# of booths) = \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## **BUSINESS VENDOR** **CHECK LIST – REQUIRED DOCUMENTS**

- ☐ \$300 Booth Fee (per 10'x10' space)
- ☐ Information & Application Packet (including **ALL FIVE** pages requiring initials at the bottom)
- ☐ Signed Waiver (Page 4)
- ☐ Certificate of Insurance with ALL the following event information included:
  - **Date:** Friday, September 20, 2024, 5:00pm-11:00pm  
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  - **Location:** 80th Avenue Metra Train Station  
18001 S 80th Ave North Lot  
Tinley Park, IL 60477
  - **Certificate Holder:**  
Tinley Park Chamber of Commerce  
17316 S Oak Park Ave  
Tinley Park, IL, 60447
  - **Additional Insured:**  
Village of Tinley Park  
16250 S Oak Park Ave  
Tinley Park, IL 60477

Return completed Application and Paperwork to:

**MAIL or DROP OFF:**

**Tinley Park Chamber of Commerce**

17316 Oak Park Avenue, Tinley Park, IL 60477

**EMAIL:**

info@tinleychamber.org

**QUESTIONS:**

708-532-5700

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