

Vendor Application

AAIM For CommUNITY Event

September 22, 2021

Richard J. Daley Center

50 West Washington Street

Chicago, IL 60602



To view vendor application or apply online, visit:

<https://bit.ly/aaimforcommunity>

Paper applications can be sent via email to rita@aaim1.org & aaim.kristina@gmail.com
or faxed to 847-240-0028.

Event Description: The AAIM for CommUNITY Event will bring community coalitions and like-minded agencies from the Chicago Metropolitan Area together to provide information on social services available to the public. The goal of this event is to reach out to disadvantaged and under-privileged individuals and families in need of community services.

This event is open to the public and free of charge.

No application fee or vendor fee!

Event Details:

Wednesday, September 22, 2021
Event hours: 12:00 PM – 4:00 PM
Set-Up Time: 10:00 AM – 11:00 AM
Breakdown Time: 4:00 PM – 5:00 PM

Vendor Application Deadline:

Wednesday, September 8, 2021
Vendors will be notified through the contact person listed in application, as soon as approved, and no later than September 9, 2021.

Activities, services, products must bear a direct relationship with the event description. We encourage vendors to bring free items (promotional items, brochures, etc) to share with members of the public, and to explain the services that your agency offers to disadvantaged, under-privileged, or in-need individuals and families. No goods or services will be rendered in exchange for your participation.



Special thank you to our
main event sponsor, AAA

For questions, please contact:

Rita Kreslin: 847-812-9999 or rita@aaim1.org

Kristina Lawler: 847-701-4009 or aaim.kristina@gmail.com

AAIM is a nonprofit, tax exempt 501(c)(3) organization, federal tax ID # 36-3206134.

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Agency General Information

Agency Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Agency Street Address: _____

Agency Legal Status: _____

Attendee Names: _____

(Attendee Names may be updated later; we encourage at least two staff/volunteers per booth)

Site plan and layout will be provided when your application is accepted.

We will provide each vendor with two folding chairs.

What you need to provide:

1. Table(s)
2. Tent (if wanted)
3. Loading and unloading
 - a. No vehicles are permitted to drive onto the plaza or block access to the designated truck lane on Dearborn Street.
 - b. Loading and unloading are permitted on Clark Street only - you will be provided a permit. After unloading you must move your vehicle. Area parking garages are available.

You are responsible for the parking fee.

Will you require electricity?: ☐ Yes ☐ No

If yes, please explain: _____

Will you provide wrapped food, snack, candy, etc? ☐ Yes ☐ No

If you are providing wrapped food, candy, etc., please note that each sample must be individually wrapped and adhere to local COVID rules.

Alcohol is not permitted.

☐ I agree that my agency staff/volunteers will not bring/consume alcohol.

Daley Plaza Insurance Requirements

If your agency is selected as a vendor, we will send you the Daley Plaza's insurance requirements and guidelines. Your proof of insurance must be submitted to rita@aaim1.org or aaim.kristina@gmail.com by September 17th, 2021. You may also fax it directly to 312-603-5800. If your certificate is not received, you will not be allowed to set up at the Daley Center.

☐ My agency will send insurance requirements prior to September 17th, 2021.

COVID Guidelines

This event will follow all current CDC guidelines regarding COVID-19.

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

If you're not feeling well or have come into contact with someone who has tested positive for the COVID-19 virus, please plan to stay home.

☐ I affirm that my agency's staff/volunteers/attendees will adhere to the CDC's current COVID guidelines, and the guidelines outlined above.

Please confirm you have read the application in its entirety and will adhere to these rules for this event.

☐ I affirm.

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