



HalloweeM 44!

Oct. 31- Nov. 29, 2019

Host Hotel: Westin Chicago North, 601 N. Milwaukee, Wheeling, IL 60090 847 777 6500

Vendor Contract

All vendors must provide the information in the table below to the vendor coordinator to reserve a space as well as payment to reserve a vendor space. Payment is ONLY accepted through Paypal. Please send your Paypal payment to weem-vendor@chicago.us.mensa.org. Please provide the information in the table below in your Paypal payment mail. You will be required to sign the contract on-site before setting up your space.

Pricing: \$15 per day for each space.

Each space includes a six-foot, rectangular, skirted table unless otherwise confirmed by the Vendor coordinator. If a space is not available, your payment will be returned and notice will be sent via email by October 20, 2019. If you have special requests for your table, such as location, amenities, additional space or times, please note your requests below. Please also note that no electrical outlets will be available. If you have any questions, please contact the Vendor Coordinator (Rae Goodman) at weem-vendor@chicago.us.mensa.org.

The vendor area will be open Friday and Saturday until 6 PM. Vendors can sign up for one day or both. Table locations will be assigned by the Vendor Coordinator. The vendor area will be in a public area in the hotel and will not be secured. Vendors are responsible for transport, set up, security, and removal of all merchandise after the event. Chicago Area Mensa will NOT provide volunteers to staff the tables or carry merchandise. All merchandise left on-site after 10 PM on Saturday will be considered property of Chicago Area Mensa and will be auctioned off to benefit local scholarships unless other arrangements have been made with the Vendor Coordinator and Regional Gathering Chairs.

Business Name (if applicable) and/or Primary Contact Name	
Contact Email	
Contact Phone Number	
Product Description and/or Website	
Friday, Saturday or Both	

Contract Acceptance

The undersigned agrees to purchase vendor space and abide by the time and space details listed above for displaying products for sale at HalloweeM, the Regional Gathering of Chicago Area Mensa.

_____, 2019 \$ _____
 Authorized Signature and Title Date Amount Remitted