

# PRINTERS ROW LIT FEST 2025

## EXHIBITOR TERMS AND CONDITIONS

### I. GENERAL INFORMATION

#### o EVENT LOCATION AND INFORMATION

The 2025 Printers Row Lit Fest (PRLF), produced by Near South Planning Board (NSPB), will be held on historic Printers Row in Chicago on Saturday, September 6th, and Sunday, September 7th.

Lit Fest is free and open to the public on:

Saturday, September 6th from 10:00 A.M. – 6:00 P.M.

Sunday, September 7th from 10:00 A.M. – 6:00 P.M.

Please visit the website for more information, [www.printersrowlitfest.org](http://www.printersrowlitfest.org).

#### o RAIN + INCLEMENT WEATHER POLICY

**NEAR SOUTH PLANNING BOARD's PRINTERS ROW LIT FEST WILL TAKE PLACE RAIN OR SHINE. ALL EXHIBITORS ARE REQUIRED TO PROVIDE THEIR OWN SUPPLIES FOR RAIN/WEATHER PROTECTION. IN THE EVENT OF INCLEMENT WEATHER, ALL EXHIBITORS ARE REQUIRED TO SECURE THEIR BELONGINGS, EXIT THEIR TENTS OR AREAS, AND PROCEED TO THE NEAREST INDOOR FACILITY.**

- **RAIN PROTECTION: TENT WALLS ARE AVAILABLE FOR RENT IN 10' SECTIONS (*LIMITED QUANTITY AVAILABLE - PLEASE INQUIRE IF INTERESTED*). Tent walls are not 100% waterproof. While they provide some protection from rain, they're not fully sealed. NSPB is not responsible for any damage caused by rain, even with tent walls in place.**

- **PERSONAL UMBRELLAS, TENTS AND CANOPIES ARE NOT PERMITTED AT THE FESTIVAL. PER OUR EVENT PERMIT AND FIRE CODE, ONLY TENTS PROVIDED BY THE FESTIVAL'S APPROVED VENDOR AND APPROVED BY THE FIRE MARSHAL ARE ALLOWED ON FESTIVAL GROUNDS.**

o **TYPES OF MATERIAL ACCEPTED FOR SALE**

We require exhibitors to sell and distribute books and literary-related merchandise that are appropriate to our audience, as the PRLF is a family-oriented event. Near South Planning Board reserves the right to deem materials inappropriate for the audience. **Additionally, Near South Planning Board reserves the right to refuse to permit the display or sale of any books, merchandise or materials that are subject to a dispute or claim of infringement.**

**II. ADDITIONAL SERVICES**

o **SECURITY**

**PRLF partners with a private third-party security company, authorized by the City of Chicago,** to serve as the official security service provider for the PRLF. No other private security personnel or exhibitor staff will be allowed on the Lit Fest grounds overnight. Although the security team will patrol the area, we are not responsible for damaged/missing items. *You are responsible for securing your booth at the end of each day (Friday and Saturday).*

PRLF will provide 24-hour security throughout the Lit Fest weekend. Our security staff will roam the grounds but will NOT be stationed in one particular space.

**\*\*\* WE ARE ASKING EXHIBITORS TO TAKE EXTRA CAUTION AND CARE WITH BOXES, BAGS AND ANY OTHER STORAGE/MISC. ITEMS SURROUNDING YOUR BOOTHS. ANY UNATTENDED PACKAGES ARE SUBJECT TO INSPECTION AND/OR IMMEDIATE REMOVAL. \*\*\***

o **EXHIBITOR PACKAGE**

Each exhibitor package includes:

- 8' table(s), according to your space allotment. *Please note that tables will be placed in your booth space, and you/your team will be responsible to set them up according to your space. If you need assistance lifting/moving tables, please notify our staff for assistance.*
- Chair(s), according to your space allotment. *Please note, chairs will be placed in your booth space, and you/your team will be responsible to set them up according to your space. If you need assistance lifting/moving tables, please notify our staff for assistance.*
- One exhibitor sign or banner, according to your space allotment. Our team will install your PRLF provided signage/banners according to what's included with your space. Please note that your own personal banners/signage/branding may not cover up any PRLF provided banners/signage.
- One "Exhibitor Listing" on the Printers Row Lit Fest Map
- One listing on the PRLF website per participating company
- Linens: PRLF will not be providing any table covers for Lit Fest exhibitors unless you rent them through us. You're welcome to bring your own 8ft table cover. If you choose not to bring a table cover, please know that you can rent one from the event for a fee (this was on the application provided to you). Please note that if you do not bring a cover and one has not been rented, your table will be bare wood.

**Tent** exhibitors may furnish their space with their own tables, bookshelves, etc., so long as all items conform to the guidelines herein. Tables and other furniture can be placed anywhere in an exhibitor's space as long as all furniture stays in the dimensions of the space and setup does not pose a safety hazard (i.e. signs cannot be hanging from trees and must be secured in a way that would not fall over/injure an attendee). All materials must be under tents and/or secured to tables and not blocking any streets, entries, walkways or fire lanes. You may provide your own banners and signage but it must not cover or replace Printers Row Lit Fest provided signage.

**Sidewalks** will be visibly marked to display space allocated for sidewalk exhibitors (8-foot table with 1 foot on each side). Exhibitors may not bring items that extend beyond the assigned space. Per city ordinance, passable

walkways must be maintained. Exhibitors may furnish their space with signage and decor., so long as it stays within the dimensions of the space and setup does not pose a safety hazard (i.e. signs cannot be hanging from trees and must be secured in a way that would not fall over/injure an attendee). All materials must be secured to tables or ground supported, and not blocking any streets, entries, walkways or fire lanes. You may provide your own banners and signage but it must not cover or replace Printers Row Lit Fest provided signage.

**Security has the right to ask you to remove your materials from blocking any walkways.**

o **WHAT EXHIBITORS ARE EXPECTED TO BRING**

As an exhibitor, your responsibilities include, but are not limited to bringing:

- Books and book-related merchandise
- Equipment to decorate the interior, other than what is provided in your standard space package (see Section II, “Additional Services”). Please note **Exhibitors will NOT be allowed to replace the existing PRLF tent banners with their own banners. You may bring your own banners and/or signs to supplement within your space.**
- Plastic bags to dispose of your trash
- Sufficient funds (cash and coins), receipts and credit card swipers/forms to handle purchase payments
- Personal internet and extra batteries if needed (WiFi is not available at PRLF)
- **Please bring enough merchandise bags for both days. PRLF will NOT be providing any merchandise bags. Please note that we do not have an advance shipping warehouse or storage facility for merch. Everything you need for display and/ or sell for the event will need to be brought with you. We recommend coordinating advance shipping with the hotel where you will be staying. If you need assistance or recommendations, please contact our vendor manager.**

*Exhibitors who leave materials in their spaces do so at their own risk. PRLF staff reserves the right to approve all items brought by exhibitors.*

o **WHAT EXHIBITORS ARE ADVISED TO BRING**

- Boxes and sealing tape for moving, storing and shipping your merchandise;
- Dollies, carts, or wagons to transport items to and from your space if needing to hand-carry any product for the duration of the event; our operations team has a limited # of golf carts available to help haul larger items if needed;
- Pens, markers and other writing instruments you may need;
- Extra clothes to dress in layers (the weather is unpredictable),
- Food and water (there aren't always enough break times for exhibitors to get to the restaurants and back! Oftentimes exhibitors will watch their neighbors space while they step away for a break.);
- *Please note that exhibitors are NOT allowed to hand out food items from their spaces to attendees (open candy, cookies, snacks, etc) unless you are a permitted food vendor.*
- Paper towels
- Sunblock, sunglasses and hats if you think you might need them
- Linens/table coverings (if you rented table linen(s) for the event, they will be delivered once you are unloaded at the festival. If you did not rent, your table(s) will be bare wood. It is recommended you provide your own linen(s)/table covering(s).
- **PRLF will NOT be providing foul-weather or protective tarps. All exhibitors are advised to bring tarps to cover books/merchandise in case of rain and for overnight storage/coverage. If you are in a tent, walls can be rented for an additional fee.**

o **INVENTORY MANAGEMENT**

We advise exhibitors to have enough merchandise for the entire day at their space (you are encouraged to replenish on Saturday). Please note, the loading zones used for load-in during Saturday morning will not be accessible by vehicles once the Lit Fest begins at 10:00 a.m. and inventory must be hand-carried to your space. You will need to continue hand-carrying inventory for the remainder of the festival (Saturday and Sunday) once the festival begins.

- o **CROWD CONTROL**

The Lit Fest must maintain safe, clear walkways. Any activity in or around spaces that can obstruct fire lanes or public walkways may be restricted or otherwise curtailed at the sole discretion of PRLF Security.

- o **TRASH AND RECYCLING**

At the end of each day of the fest, between 6-7 p.m., please place all trash and recycling directly outside of your tent or in front of your table. Maintenance staff will collect materials outside of tents and in front of the tables at the end of each day.

- o **NIGHT STORAGE**

We expect that there will be some ground moisture on Saturday night, so please take the appropriate precautions to move merchandise from the floor of your space. In the past, some spaces have experienced condensation on the inside of the canopy, so please be aware that water may drip down from the top of the interior of the space.

**Please be advised that there will be no on-site storage service provided by the Lit Fest outside of your assigned space nor overnight parking on Lit Fest streets due to city ordinance. There will not be parking on Federal St. either.**

\*If you plan to remove merchandise from your space for overnight storage on Saturday, you must do so by hand and walk it back in on Sunday morning.

- o **EXHIBITOR LOAD-OUT**

Sunday, September 8th: 6:00 PM – 8:30 PM. During this window of time and once the operations team deems it safe to do so, you will be able to bring your vehicle back inside the festival grounds to load out your space.

- o **NO EARLY BREAKDOWN**

All exhibitors **MUST** remain intact and staffed, until the official closing of PRLF on Sunday at 6:00 p.m., regardless of weather conditions. All exhibitors **MUST** stop selling and begin breakdown at 6:00 p.m. **Exhibitors who violate the breakdown procedures may forfeit the opportunity to participate in future Near South Planning Board and Printers Row Lit Fest events.**

**Exhibitors must complete their breakdown and be loaded out completely by 8:30 p.m. Any unsold merchandise must be removed by the exhibitor. Excessive amounts of merchandise left behind is subject to a removal fee. Anything left may be subject to disposal.** Your load-out point of entry is the same as your check-in location.

Exhibitors will be charged for equipment provided by the Lit Fest that is missing from their space at the end of the Lit Fest including banners, tables and chairs.

**Key things to remember when loading out on Sunday:**

- Please remove EVERYTHING from your space that you brought to the Lit Fest.
- We will remove all tables, chairs, signage, banners and other equipment provided by the Lit Fest from the spaces after the exhibitors depart.
- Place all bagged trash at the front of your space for removal by **7 PM** on Sunday evening.
- Please break down any boxes to be recycled by **7 PM**.
- **Clean-Up Fee: Exhibitors who fail to remove all merchandise and materials from their space by 8:30 PM will be charged a \$100 clean-up fee.**

o **LOAD-OUT ACCESS**

Vehicles will **NOT** be allowed access to your exhibit area on Sunday after tear down until authorization is given by Security to permit motor vehicle traffic in these restricted areas. You must have all materials **boxed and ready to be moved** before driving your vehicle to your exhibit area.

**III. RULES AND REGULATIONS**

o **EXHIBITOR CONTRACT**

This Exhibitor Terms & Conditions provided to each exhibitor is considered part of the binding contract between the exhibitor and the Near South Planning Board.

o **LICENSE TAXES AND PERMITS**

Each exhibitor must have supplied their business license information.

Exhibitors who sell merchandise or services to attendees must provide the purchaser with a sales slip describing the articles sold. The individual exhibiting company must collect and remit to the proper municipal or state agencies all applicable local and/or state taxes.

o **PLACEMENT**

Although the Lit Fest management cannot guarantee placement, the Lit Fest will make every effort to honor requests by exhibitors to have specific assignments. All space allocations will be made on a first-come, first- served basis with preference given to long-time participants and sponsors.

o **CARE OF EXHIBIT SPACE**

Lit Fest Management and the maintenance staff will ensure cleanliness of aisles and public areas by the start of the festival. Exhibitors are responsible for keeping their rented space clean and in good order for the duration of the festival. If there are any concerns with pedestrian debris in the sidewalk or curb areas, please notify an event staff member and the custodial staff will address the concerns. Exhibitors are solely responsible for safe operation of exhibits and personal equipment.

o **ALCOHOL IS NOT ALLOWED IN YOUR EXHIBITOR SPACE.**

o **STAFFING REQUIREMENTS**

Exhibitors are expected to have their booths staffed continuously from:

Saturday: 10:00 AM – 6:00 PM

Sunday: 10:00 AM – 6:00 PM



*All staff must be 16 years of age or older.*

o **SOUND LEVEL**

No amplified sound in or around your space is permitted (exceptions are made for sponsor booth spaces). Lit Fest Security reserves the right to determine at what point sound constitutes interference with other exhibitors.

o **DISTRIBUTION OF LITERATURE**

Distribution of literature, samples, or any type of giveaway items must be done from within your space only.

o **EVENTUALITIES**

In case the facilities shall be destroyed by fire, or the elements, or by any cause, or in case of any other circumstances make it impossible for Lit Fest Management to permit the contracted space to be occupied by the exhibitor, this agreement will terminate, and the exhibitor agrees to waive any claim for damages or compensation except the pro rata return of the amount paid for the exhibit space.

o **LIABILITY AND INSURANCE**

Near South Planning Board assumes no liability for any loss, damage, or injury to any property of the exhibitor or to any of its employees, officers, agents or contractors, whether attributable to accident, fire, theft, or any other causes whatsoever. Exhibitor hereby releases Near South Planning Board, its parent, subsidiaries, affiliated and related companies and the directors, officers, employees and agents of each from any claims, suits and liabilities, including damage to property and injury or death to persons, arising out of or resulting from Exhibitor's participation in and attendance at the Printers Row Lit Fest.

## **EXHIBITOR TERMS AND CONDITIONS**

### **NEAR SOUTH PLANNING BOARD PRINTERS ROW LIT FEST EXHIBITOR TERMS AND CONDITIONS**

1. This application shall constitute a valid and binding contract. Applications are considered on a first-come, first-served basis, based upon receipt of this application. Near South Planning Board reserves the right, at its sole discretion, to refuse participation in the Lit Fest, or limit the space provided, to any applicant for any or no reason at all.
2. The terms and conditions of the Exhibitor Manual, as amended from time to time by the Near South Planning Board, shall be considered a part of this contract. Exhibitor is responsible to review the Exhibitor Manual carefully and be familiar with the terms and conditions therein.
3. Exhibitor may distribute printed advertising, samples (no food allowed), and souvenirs and may display artwork from within Exhibitors' own space only; provided that all distributed or displayed materials ("Exhibitor Material") should be subject to the approval of Near South Planning Board, in its sole discretion. In addition, Exhibitor shall be solely responsible for obtaining, and warrants to the Near South Planning Board that it has obtained, all necessary licenses and permissions to distribute, perform or display any Exhibitor Material protected by copyright, trademark, publicity or misappropriation laws, or any other intellectual property or other laws. Near South Planning Board shall have the right to refuse to permit any Exhibitor to continue to distribute, display or sell any Exhibitor Material, merchandise and books and/or continue its participation in the Lit Fest in the event that the Near South Planning Board becomes aware of a claim that such books, merchandise and/or Exhibitor Materials infringe the rights of any third party.
4. (a) Exhibitor shall indemnify, defend and hold harmless the Near South Planning Board, Event sponsors and the employees, representatives and agents of each from claims, liabilities, costs and charges (including attorney's fees and costs) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the Event, or any breach of representation, warranty or covenant in this contract.

(b) Near South Planning Board, Event sponsors and the employees, representatives and agents of each shall not be liable for any claims, liabilities, costs and charges (including attorneys' fees and costs) arising out of any injury, loss or damage to the person or property of Exhibitor, its employees, representatives, or agents, except to the extent arising out of the sole negligence of Near South Planning Board.

(c) Exhibitor shall provide and maintain in effect workers' compensation and employee liability (if applicable) and comprehensive general liability insurance containing a waiver of subrogation in favor of Near South Planning Board in such amounts acceptable to Near South Planning Board and naming Near South Planning Board as an additional insured.

5. Exhibitor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Exhibitor's participation in the Lit Fest. Exhibitor shall indemnify, defend and hold Near South Planning Board harmless for any taxes (including fees and penalties, if any) required to be paid by Near South Planning Board in connection with Exhibitor's activities under this contract. Exhibitor shall provide Near South Planning Board with all requested documentation to evidence Exhibitor's compliance with tax laws and rules.

6. If for any reason the Lit Fest is canceled or rescheduled, Exhibitor's sole remedy shall be the recovery of the fees paid pursuant to this contract (on a pro rata basis if only a portion of the Lit Fest is canceled).

7. Under no circumstances, shall Near South Planning Board be liable for consequential, indirect, special or punitive damages of any kind in connection with its activities or omission under this contract regardless of whether such damages were foreseeable.

8. Failure to adhere to any deadlines set forth in this Agreement may result in forfeiture of related benefits.

9. Exhibitor may not assign this contract or trade, sell, share or otherwise transfer the exhibiting rights hereto.

10. Waiver of any term of this contract or failure of Near South Planning Board to terminate this contract on account of any breach by Exhibitor shall not be deemed a waiver of the Near South Planning Board's rights to subsequently enforce any term or to terminate this contract by reason of any subsequent breach by Exhibitor.

11. This contract, together with any exhibits or attachments, constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes all prior statements or agreements, both written and oral. Exhibitor agrees that no representation of any kind has been made to Exhibitor by Near South Planning Board or by any of its agents and that no understanding has been made or agreement entered into other than as set forth herein.

12. This contract shall be governed by the laws of the State of Illinois. This contract shall be deemed to be entered into and performed in Cook County, where the principal office of Near South Planning Board is located, and such County shall be the forum of any legal action relating to this contract.

13. Printers Row Lit Fest Exhibitor *Cancellation Policy*

### **Printers Row Lit Fest Exhibitor *Cancellation Policy***

As an applicant to exhibit at Printers Row Lit Fest, please note the following cancellation policies apply. All applications are due by Thursday, July 31, 2025.

#### **If you are NOT accepted or approved to participate as an exhibitor:**

- If you apply for the festival and pay your fee but you are not accepted to participate as an exhibitor, your fee will be refunded 100%.

#### **If you cancel for any reason within 7 days of applying and by July 24th:**

- You will be charged a \$50 cancellation fee and refunded the balance of your initial payment if you cancel within 7 days of your digital application or mailed postmark date.

**If you cancel your participation after 7 days from your digital application or mailed postmark date, the following policies apply:**

- By April 15th: 90% refund
- April 16th - July 24th: 50% refund
- July 24th - September 7th: You will not be issued a refund.

All deposits and payments made are non transferable. Near South Planning Board cannot provide refunds, transfer payments, or credit to 2026 participation outside of the policies noted above. By signing that you agree to the terms and conditions as part of the exhibitor application, you are agreeing with the cancellation policies noted above. No exceptions will be made.

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**o ONCE YOUR APPLICATION HAS BEEN APPROVED, A PRLF TEAM MEMBER WILL CONTACT YOU WITHIN 2 WEEKS OF APPLYING TO LET YOU KNOW VIA EMAIL WHETHER OR NOT YOU'VE BEEN ACCEPTED.**

**o A CONFIRMATION PACKET WITH DETAILS ABOUT YOUR SPACE ASSIGNMENT, MAP and PARKING PASS WILL BE EMAILED TO YOU IN AUGUST.**