



# 2024 Merchant Application

December 30 & 31, 2024  
Lake County Fairgrounds  
Grayslake, IL

*Application Deadline: December 8th, 2024*

Join Radiance NYE as a vendor at our breathtaking new venue, Lake County Fairgrounds in Grayslake, IL and enjoy access to an enthusiastic audience. Spanning two days December 30th & December 31st, and drawing electronic music fans from across Chicagoland and the midwest. The Merchant Application is reserved for vendors who are reselling items manufactured/ produced by others or selling services of any kind.

Once filled out please email to [Brandon@collectivpresents.com](mailto:Brandon@collectivpresents.com)

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Cell Number \_\_\_\_\_

Office Number \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

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

FEIN or SS#: \_\_\_\_\_ ILBT#: \_\_\_\_\_

*\*Tax ID or SS#, and ILBT# is required for sales tax purposes*

Onsite/Alternative Contact Name \_\_\_\_\_

Email \_\_\_\_\_ CellNumber \_\_\_\_\_

List and describe ALL items you propose to sell. Artisan Applicants must be selling items created of their own production and design. Please be very specific and attach a separate sheet or PowerPoint presentation of pictures. Please type or write legibly.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Participant agrees to offer only those items listed on application. No other items will be allowed without advanced written consent from Collectiv Presents, LLC. Please include slides or photos of ALL your items with your application.

ORDER FORM:

Booths Space & Infrastructure- Vendors are required to supply their own tenting, grid walls, tables, chairs, lights, POS systems & display elements unless requested via the order form below

Signage – Please note that all exterior signage will be provided by Collectiv Presents unless otherwise approved by Collectiv Presents personnel. No banners or other signage will be flown outside of the booth space. Alternate signage may be hung inside your booth operation

SPACE OPTIONS:

*Booths include (3) 2 DAY vendor wristbands*

*\$250 Deposit (via a money order or cashier's check made to Collectiv Presents, LLC) is required for all vendors.*

- \_\_\_\_\_ 10' W x 10' D Booth Fee = \$2,000.00 includes (1) 20 amp power
- \_\_\_\_\_ 8ft Table = \$20
- \_\_\_\_\_ (2) Folding Chairs= \$15

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

The Participant hereby submits its application to receive onsite Rights in the Artisan category for Radiance NYE events to be held on December 30 + 31st, 2024. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by TNG Holdings, LLC and Collectiv Presents, LLC in the exercise of its sole discretion and that, if your application is accepted, your participation will be subject to the terms and conditions contained herein.

**Application Deadline:** Three (3) weeks prior to proposed Collectiv Present's event. In addition to booth space and equipment fees, Participant is required to supply a \$250 deposit (via a money order or traditional check made to Collectiv Presents, LLC) for: Ground Maintenance Deposit | Equipment Deposit | Sales Deposit | Wristband Deposit

**Event Details:** Radiance NYE 2024 will take place at Lake County Fairgrounds at 1060 E Peterson Rd, Grayslake, IL 60030. TNG Holdings, LLC & Collectiv Presents, LLC shall have the right to control all aspects of the Radiance NYE 2024.

**Participation:** The Participant desires to participate in Radiance NYE events by providing arts and crafts to our general public. If the Participant's Application is accepted by TNG Holdings, LLC & Collectiv Presents, LLC the Participant agrees to offer only those items listed on the application, no other items will be permitted without prior written consent of TNG Holdings, LLC & Collectiv Presents, LLC. The Participant agrees to not sell or distribute merchandise that includes the event logo, the term Radiance NYE, or any other likeness associated with our event without prior written consent of TNG Holdings, LLC & Collectiv Presents, LLC. Failure to adhere to these terms will result in the forfeit of your Sales Category deposit check and/ or cancellation of this Agreement.

**Pre- Event Fees: Booth Space, Equipment, & Services Fee –** The package fee is generated from the rental costs of equipment and services provided by Radiance NYE. The costs of additional equipment and services will be added on to the package fee. If accepted into the event, fee will be NON--REFUNDABLE and will be cashed upon confirmation. Reference VENDOR SPACE OPTIONS, PAGE 3 for a detailed list of equipment and service costs.

**Deposits:** DEPOSIT IS NEVER CASHED UPON RECEIPT. We are collecting one \$250 deposit (via a money order or traditional check made to Collectiv Presents,, LLC). The deposit is only cashed if vendor is found to be in direct violation of the terms and conditions appearing in this application. Vendor will be notified in writing prior to the cashing of the deposit. Upon conclusion of the event, we will 1) return your money order or cashier's check if no violations or damages have been caused or 2) refund the remainder that is left over after any infractions are taken off.

Deposit will be cashed in the following events: Rented equipment is damaged or not returned by the exhibitor; vehicles are driven in unauthorized areas; event services are used without prior payment; if found selling items that are not previously approved by Collectiv Presents; found selling items after 1am; found selling outside of the booth space; or if vendor wristbands are affixed to anyone other than vending staff.

**Equipment:** Deposit will be cashed if there is a failure to return equipment, or if any piece or part of equipment is damaged or missing. Deposit check will be cashed and any remaining balance will be refunded to the vendor by check.

**Sales:** Deposit will be cashed if Participant is found selling under any of the following circumstances - Vendor continues to sell product after 1am curfew. Vendor is selling items not previously approved by Collectiv Presents. Vendor is found roaming or selling product outside of their booth space. Vendor agrees to run their operation only in the booth space provided.

**Wristband:** All vendor wristbands will be marked with an identification number to each vendor booth. If vendor is found to be selling, or in any way tampering with, or affixing wristbands to persons who are not associated with the vending operation, the wristband deposit will be cashed, the vending operation will be shut down and asked to leave the premises without refund.

Hours of Operation: The Participant agrees to remain open for business between the hours of December 30th - 6pm - 1am and December 31st - 6pm - 1am

We ask all participants to remain open for the duration of the event hours. Participants may begin to close their operation one hour before the advertised close of the Event. Exceptions for hours of operation may be made. Please notify us 30 days in advance if you foresee a need to close your operation early. In the event an early closure is granted, participant must remove operations by hand or cart. Vehicles are not allowed on venue during event hours under any circumstances.

**Set-Up Operations:**

Load In will take place day of show day one Load Out will take place once venue is clear following the second night of the event The Participant shall move all vehicles to designated vendor parking area for event at least two (2) hours prior to the start of the event. The participant will forfeit the assigned space and any fees paid if unoccupied by Friday, December 30th at 12PM. A logistics letter will be delivered to all exhibitors 7 days in advance of the event with instructions on load--in, load--out, directions, rules, regulations and all details necessary to participate in the event. Failure to keep any and all vehicle wheels off the grass at any time during load--in, load--out, or during the event will result in the forfeit of your Ground Maintenance deposit check.

**General Policies:**

The Participant agrees to conduct its business in a manner most likely to enhance the success of Radiance NYE and the reputation of TNG Holdings, LLC & Collectiv Presents, LLC In the event that TNG Holdings, LLC & Collectiv Presents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Radiance NYE or TNG Holdings, LLC, Collectiv Presents, LLC may expel the Participant from Radiance NYE Festival, and the Participant shall forfeit all fees paid. In the event the Participant is dismissed from Radiance NYE Music Festival, they will be asked to vacate booth space immediately, take all belongings and may not be allowed to participate onsite for the remainder of the Event. Participant may be dismissed or removed from Radiance NYE if found to be in violation of any Terms and Conditions.

Acceptance: TNG Holdings,, LLC & Collectiv Presents, LLC shall notify the Participant whether its application has been accepted or rejected within the next five (5) business days after the application deadline. Radiance NYE Music Festival will fill out and file the appropriate licenses for this application. In the event that the Participant's application is rejected, the deposit money order or cashier's check will be returned. TNG Holdings, LLC & Collectiv Presents, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of TNG Holdings, LLC & Collectiv Presents, LLC regarding the revenues to be generated by the Participant.

Refunds: NO REFUNDS WILL BE GIVEN UNDER ANY CIRCUMSTANCES. Refunds will not be issued for Radiance NYE Music Festival if the participant is dismissed, booth space is forfeited, or participant is in violation of any of the Terms and Conditions. Refunds will not be issued if the event is faced with inclement weather, acts of God, acts of governmental agencies or any situation TNG Holdings, LLC & Collectiv Presents, LLC deems to threaten the safety of patrons or exhibitors. Refunds will not be issued if the exhibitor fails to attend and exhibit at the festival. Refunds will not be granted on booth space fees if any requested equipment is not delivered by TNG Holdings, LLC & Collectiv Presents, LLC. or its contractors.

Legal Liability & Insurance: The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during Radiance NYE and shall insure its merchandise against loss by them or damage. The Participant hereby releases TNG Holdings, LLC & Collectiv Presents, LLC, its officers, directors and members from any and all claims, and agrees that TNG Holdings, LLC, & Collectiv Presents, LLC its officers, directors and members shall have no responsibility for, personal injury sustained by the Participant, its agents or employees, or damage to, or loss or destruction of, the Participant's property. The Participant further agrees to indemnify and hold TNG Holdings, LLC & Collectiv Presents, LLC, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or them occurring in or about the TNG Holdings, LLC & Collectiv Presents, LLC area, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in Radiance NYE. We reserve the right to contact the insurer to confirm the validity of the policy provided. See Certificate of Insurance attachment for example. The COI returned with this application must exactly match that of the example.

Event Access: Three (3) vendor wristband will be provided to one staff member who will have in and out access for the entire weekend. Two (2) other staff members will be allowed one (1) entry per day. Failure to submit names may result in the forfeit of any unclaimed passes.

Conduct: Any vendor staff found to be selling or facilitating the sales of illicit substances or involved in any illegal activity will be immediately ejected from the festival. In addition, the entire vendor operation and staff associated with the violator will be immediately ejected from the event and will lose all rights to ALL fees and deposit. We reserve the right to search any and all packages and vehicles entering or exiting the festival, booth spaces, or persons inside the venue at anytime.

#### APPLICATION DETAILS

Slides & Photos: All artisans are required to include slides, photos, OR a link to their website as a sampling of their work. Label all slides and photos with first and last name. These slides or links will be used to determine acceptance to the festival, booth placement, etc. It is in the best interest of the artisan to use very clear, clean, and professional images that best represent your complete work. All submitted slides and photos may not be returned to the applicant.

Changes to Application: If a Participant wishes to change their application, they must submit all changes in writing with all changes clearly indicated. Any changes made via phone will not be permitted. All changes MUST be made before December 15th, 2024.

Application Deadline – Applications received by December 8th, 2024 will be considered for acceptance to Radiance NYE and will receive confirmation on or before December 15th, 2024

## BOOTH REQUIREMENTS

If the Participant's application is accepted, the Participant may be assigned a space within the Radiance NYE Festival area with the approximate square footage of 10 feet by 10 feet or 10 feet by 20 feet. All merchandise, equipment and materials MUST fit inside the assigned space. Display and storage outside of allocated booth space is not allowed. Additional space may be made available by Radiance upon receipt of the Participant's application, at an additional cost to be determined by TNG Holdings, LLC & Collectiv Presents, LLC. The location of the Participants space within Radiance NYE Music Festival area shall be determined by TNG Holdings, LLC & Collectiv Presents, LLC in the exercise of its sole discretion, and the Participant will agree to accept the space as assigned by TNG Holdings, LLC & Collectiv Presents, LLC. The Participant agrees to conduct its business only within the space assigned by TNG Holdings, LLC & Collectiv Presents, LLC.

**Equipment and Signage:** The Participant is responsible for returning all tables, chairs and tents rented at event to TNG Holdings, LLC & Collectiv Presents, LLC at the conclusion of the festival. All signage must be clean and properly placed. Radiance NYE reserves the right to pre-approve any and all signage used by all vendors. Signage may not be flown or raised above the tent canopy.

**Sound Restrictions:** Participant agrees to not have amplified sound of any type within booth. Participants with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create conflict with adjacent participants. Please respect your neighbors.

**Electricity:** Electricity is only available by renting from TNG Holdings, LLC & Collectiv Presents, LLC. Participants will be restricted from using personal generators due to noise, exhaust, and other factors. Participants found be using our electrical sources with out prior payment will have Equipment Deposit checks cashed with remaining balance refunded after electrical fees deducted are from the deposit.

**Maintenance:** The Participant will be solely responsible for the appearance of its space. The Participant shall maintain its space in a neat, clean and sanitary condition during Radiance NYE. Participant will be required to recycle and dispose of all trash produced by their operation – as directed by TNG Holdings, LLC & Collectiv Presents, LLC. Specific maintenance operations will be provided to all participants at the Event. Vendor is responsible for removal & disposal of all packing and waste materials from the venue.

**Parking & Vehicle Storage:** All vehicles must be removed from venue two hours prior to start time. Vendor area parking will be available as well as pay parking operations. Radiance NYE is not responsible for providing any parking. Any vendor vehicles left on venue will be towed. Vendor vehicles will need to be moved to Vendor Parking Area 2 hours prior to doors. **ABSOLUTELY NO VEHICLES MAY BE DRIVEN ON VENUE FLOORS.** Failure to adhere to this policy will result in the cashing of the \$250 ground maintenance deposit.

**Booth Security:** The Participant will be solely responsible for any items left overnight in booth space. Off duty police will patrol the grounds overnight on December 30th, 2024 but will not be able to watch all spaces at all times.

TNG Holdings, LLC & Collectiv Presents, LLC is not responsible for any items lost, stolen, or damaged in booth space. We reserve the right to search any and all packages and vehicles entering or exiting the festival, booth spaces, or persons inside the venue at any time.

Failure to submit all necessary documents, applications and fees by Dec 8th, 2024 will make your application ineligible for consideration. Before submitting your documents, please use the checklist below to confirm you have included all materials necessary for processing payment.

\_\_\_\_\_ Every page is signed and dated

\_\_\_\_\_ \$250 Deposit via money order or traditional check made to Collectiv Presents, LLC  
(turned in at time of load in)

\_\_\_\_\_ Slides or photos of ALL merchandise are included in application

\*Deposit is never cashed upon receipt. Deposit is only cashed if vendor is found to be in direct violation of the terms and conditions appearing in this application. Vendor will be notified prior to the cashing of the deposit or payment.