CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection

SPECIAL EVENT PERMIT APPLICATION

POP-UP RETAIL USER APPLICATION

PLEASE TYPE OR PRINT CLEARLY. *INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*

THIS FORM MUST BE SUBMITTED 10 CALENDAR DAYS PRIOR TO THE EVENT

FEE: $ 25.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license online).

An Pop-Up Retail License is issued to any organizer of a short-term trade show, exhibition, event etc. taking place in the City of Chicago where there will be vendors selling merchandise or providing services.

ALDERMAN _____ WARD_____

EVENT INFORMATION

Name of Event

Address of Event

Event Start Date	Event End Date

SPONSORING ORGANIZATION/BUSINESS

Sponsoring Organization/Business Name	Address, City, State & Zip Code
Department of Business Affairs & Consumer Protection	Contact Name
Account Number	Phone Number

If you do not know your account number, please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 28 & 29 or visit www.cityofchicago.org/businessaffairs

Total # of Vendors	Phone Number

List of Vendors*: Name of Vendor(s)	Address	Item to be Sold	Ill. Bus. Tax Number*

*Only vendors who are selling (not just displaying) items needs to be included. You may attach a printout of a list of the vendors if it is more convenient.
**If the vendor does not currently have an Illinois Business Tax (IBT) Number they should contact the Illinois Department of Revenue at (217) 785-3707 to apply.

I hereby swear that all the information I have stated above is true.

Print Name _____ Date _____

Organizer/Owner/Officer Signature _____