



CHICAGO CIGAR WEEK - 2026

VENDOR AGREEMENT

Chicago Cigar Week is a premium celebration of cigar culture that brings together cigar enthusiasts, lounge partners, brand owners, vendors, and lifestyle tastemakers from across the country. Our 5th Anniversary experience will spotlight signature events, curated lounge activations, premium networking, live entertainment, and memorable brand experiences throughout the Chicagoland area.

This document serves as the official vendor agreement for participation in Chicago Cigar Week. Please review all sections carefully before signing.

Business Name: _____

Owner(s) Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Type of Vendor (select one): Merchandise Cigar Food Other

Products or Services to be sold:

EVENT DATES SELECTED (check all that apply):

Wednesday, July 22, 2026

Saturday, July 25, 2026

Sunday, July 26, 2026

VENDOR FEES:

Merchandise, Accessories, Apparel, Literature etc...Vendors: \$300 (2 days- minimum) or \$350 (3 days)

Cigar/Tobacco Vendors: \$300 (Saturday only) – Must provide tobacco license

Food Vendors: \$300 (Saturday only) – Must provide sanitation license & insurance

VENDOR SETUP & BREAKDOWN ACKNOWLEDGMENT

Vendor agrees to arrive and complete setup during the designated vendor setup window provided by Chicago Cigar Week. Vendor agrees to remain open and operational during scheduled event hours and to complete breakdown only during authorized breakdown times.

Vendor Initials: _____

EQUIPMENT & RENTALS

Vendors are responsible for providing their own equipment. Tents, tables & Chairs. **Table size shall not exceed 6ft.** Table and chair rentals are available for vendors on designated dates through **direct contact with AmaZzing Events**. Rental equipment is subject to availability and must be arranged in advance. Rental packages includes (1) 6ft Table, (1) Tablecloth and (2) Folding chairs. \$30/day, Rental fee includes set up & take down at each event.

****Tents are not required, but are welcomed on Wednesday and Sunday Only**

Rental Selection (if applicable):

- 1 day
- 2 days
- 3 days
- Table & Chair Package

To reserve equipment contact: AmaZzing Events

Sherie Marie (312) 488-9090



PAYMENT METHOD & CONFIRMATION (not including rentals. CCW Vendor fee's only)

Payment Method (select one):

Zelle - chicagocigarweekllc@gmail.com

Cash App- \$ChicagoCigarWeek

Amount Paid: \$ _____

Payment Date(s): _____

Transaction / Confirmation Number: _____

Payment Received By (CCW Representative): _____

TERMS AND CONDITIONS – VENDOR PARTICIPATION

Participation Restrictions – Use of Event Name and Branding

The Participant/Vendor agrees to refrain from selling, distributing, or displaying any merchandise or materials that include the Chicago Cigar Week name, logo, trademark, likeness, or any associated branding without prior written consent from Chicago Cigar Week, LLC.

Changes to Application

If a Participant wishes to modify any information submitted on their application, the Participant must submit a new application with the requested changes clearly indicated. Changes submitted verbally or by phone will not be accepted.

Vendor Check-In and Setup

Participants are required to check in with an authorized Chicago Cigar Week representative upon arrival. Vendors may begin setup no earlier than one (1) hour prior to the scheduled start time of the event unless otherwise authorized.

Breakdown and Removal of Property

Participants may begin breakdown one (1) hour after the conclusion of each event day. All equipment and materials must be removed from the premises. Items left on-site may be discarded at the discretion of Chicago Cigar Week, LLC.

Equipment and Signage Standards

All vendor signage and display materials must be professional, clean, and properly secured. Chicago Cigar Week reserves the right to require removal or modification of any signage deemed unsafe or inappropriate.

Sound Restrictions

Participants agree not to use amplified sound or music unless expressly authorized. Participants found in violation may be required to vacate their space without refund.

Maintenance of Vendor Space

Participants are solely responsible for maintaining their assigned space in a neat, clean, and sanitary condition at all times during the event.

Security and Responsibility for Property

Chicago Cigar Week will provide general event security; however, Participants are solely responsible for safeguarding their merchandise and property. Chicago Cigar Week, LLC shall not be liable for any loss, theft, or damage.

Hours of Operation Requirement

Participants are required to remain open and operational during the full duration of each event day for which they are registered.

Refund Policy

Refund requests must be submitted in writing no later than thirty (30) days prior to the event date. Approved refunds will be issued minus a \$50 administrative processing fee. Refunds will not be issued for violations of event policies or dismissal from the event.

Compliance with Laws and Liability Release

Participants agree to comply with all applicable local, state, and federal laws. The Participant releases and holds harmless Chicago Cigar Week, LLC and its officers, directors, members, and employees from any claims related to participation in the event.

AGREEMENT

By signing below, I certify that I have read and agree to the terms and conditions listed in the Chicago Cigar Week Vendor Agreement. I understand that failure to comply with event policies may result in dismissal from the event without refund. I agree to operate in accordance with all local, state, and federal regulations.

****Upon payment, Logo must be submitted in PNG, JPG, PDF, SVG format for promotional use.**

Do NOT submit:

- Screenshots
- Logos pulled from websites
- Images embedded in Word or PowerPoint
- Low-resolution social media images

SIGNATURES

Vendor Signature (s): _____

Printed name (s): _____

Date: _____

Authorized Chicago Cigar Week Representative: _____
Date: _____

*Please submit Vendor agreement to: chicagocigarweekllc@gmail.com

