



# Office of Chicago City Clerk



Or2011-478

Office of the City Clerk

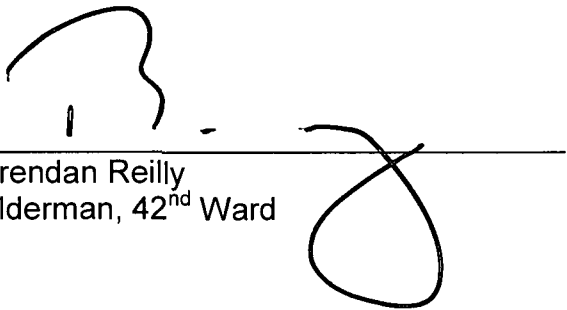
## City Council Document Tracking Sheet

<b>Meeting Date:</b>	5/4/2011
<b>Sponsor(s):</b>	Reilly, Brendan (42)
<b>Type:</b>	Order
<b>Title:</b>	Issuance of Special Event License(s) and Permit(s) for Wodd Fair Trade Day
<b>Committee(s) Assignment:</b>	Committee on Special Events and Cultural Affairs

Committee on Special Events and Cultural Affairs  
City Council Meeting May 4, 2011  
Alderman Brendan Reilly, 42<sup>nd</sup> Ward  
Special Event Fee Waiver

ORDERED, That the Director of Revenue is hereby authorized and directed to issue the following licenses and permits, free of charge to the Chicago Department of Environment, for the special event "World Fair Trade Day" scheduled to take place on Friday, May, 6, 2011 between the hours of 9:00a.m. and 6:00p.m. on Daley Plaza, 50 West Washington Street.

Tent and Canopy Permits, Itinerant Merchant License Fees and Temporary Food Vendor Licenses Fees, Special Event Permit, Street Closure Permit, and all other permits and fees related to this event

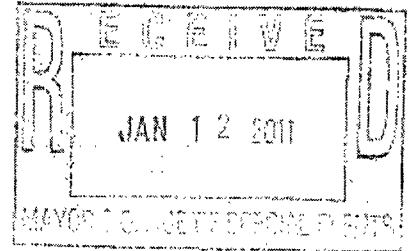


Brendan Reilly  
Alderman, 42<sup>nd</sup> Ward

Rec'd by: *[Signature]*

Scanned by: *[Signature]*

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SELA # 11 - 066055



### MAYOR'S OFFICE OF SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 45 CALENDAR DAYS PRIOR TO THE EVENT

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

ALDERMAN Brendan Reilly WARD 42

#### GENERAL EVENT INFORMATION

Name of Event <b>World Fair Trade Day</b>		First time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Exact Street Address of Event - <b>NO GROVES OR INTERSECTIONS</b> <b>50 W. Washington Street, Chicago, IL 60602</b>		
District of Event <b>May 6, 2011</b>	Hours of Event <b>9 a.m. to 6 p.m.</b>	Step-off time (For artistic events only)
Phone number/website for publication <b>(312) 212-1760/www.chicagofairtrade.org</b>	Estimated attendance <b>500</b>	Last years actual attendance <b>500</b>
Describe the event's community and/or cultural benefit <b>Fair trade vendors from Chicago will be selling crafts, accessories, etc.</b>		

Name of Sponsoring Organization <b>Chicago Department of Environment</b>	Contact person from Sponsoring Organization <b>Shelli DiFranco</b>	
Sponsoring Organization Address <b>30 N. LaSalle, 2nd Floor</b>	City <b>Chicago</b>	Zip <b>60602</b>
Federal Employee ID Number or Social Security Number if not a corporation		

Name of Producing Agent (if applicable)	Federal ID Number
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Producing Agent Address	City	Zip
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Name of Organizer/Coordinator <b>Nancy Jones</b>	Email <b>njones@chicagofairtrade.org</b>	
Organizer/Coordinator Address <b>637 S. Dearborn 3rd Floor</b>	City <b>Chicago</b>	Zip <b>60605</b>
Phone Number <b>312-212-1760</b>	Pager/Cell Number <b>773-517-6660</b>	FAX Number

Name of Emergency Contact <b>Same as above</b>	Email	
Address	City	Zip

7 day/24 hours Phone Number <b>773-517-6660</b>	Pager/Cell Number	FAX Number
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Name of Carnival Company (if applicable)	Federal Employee ID Number
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The carnival operator must obtain an electrical permit and an elevator permit from the Department of Buildings.