



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 (Range if possible) _____

Event Start Date _____	Event End Date _____
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SPONSORING ORGANIZATION/BUSINESS

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

If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number or you do not know your account number, please phone (312) 74-GOBIZ.

Total # of Vendors _____	Email Address _____
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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 _____