

VENDOR SET UP & TEARDOWN: You may begin to set up at 2:00 p.m. **Volunteers will be at the entry by 2:00 pm if you require assistance.** Please check in at the CBI Entry Table upon arrival to find your location. Please note that **Volunteer Team may ask that all vehicles be moved prior to 3:00 pm** to allow room for emergency vehicles. As a courtesy, please move all vehicles as soon as they can be emptied to allow for other vendors to unload. Vehicles are prohibited to park on the venue's sidewalks and grounds. Once the setup time is completed, you will not be allowed to unpack for your booth, so please be on time for setup as the fee is non-refundable.

ILLINOIS STATE TAX: You are required by law to report your sales to the State of Illinois. CBI will not be responsible for any Illinois State sales regulations that are part of your business responsibility.

GENERAL: If you have questions about CBI's Belizean Tea Party, please contact CBI's Vendor Coordinator: _____, **Phone:** [\(847\) 612-5768](tel:8476125768) **Email:** CBI2010@yahoo.com