



2012 Food Vendors

Application Guidelines

July 20 & 21
Friday/Saturday 10am to 10pm
Downtown Farmington, Michigan

2012 Food Vendor Guidelines

(Please keep this page for your records)

Your completed application, proof of insurance, current health and tax licenses and current menu must be postmarked no later than May 15, 2012. If space remains after deadline, applicants may still be considered. You will be notified of your acceptance status by the week of May 21, 2012. Booth fee is due within 10 days of acceptance notification.

EXHIBITOR ADMISSION

Exhibition space is limited. Booth assignments will be made at the sole discretion of DOWNTOWN FARMINGTON FOUNDERS FESTIVAL, so as to control the diversity of food available at the festival. DOWNTOWN FARMINGTON FOUNDERS FESTIVAL reserves the right to refuse any application for any reason. Submission of an application does not guarantee acceptance into the event.

BOOTH INFORMATION

All exhibits must be contained within the booth space. Spaces may not be shared. The use of an assigned space is restricted to the food vendor to which it is assigned. All participants must be open and selling during the festival hours. Failure to comply may result in expulsion from the event and forfeiture of all fees.

PAYMENT INFORMATION

Booth fees are assessed as follows:

Single Space Approx. 10' x 12':

Vendors: \$700 + \$200 (220 volt) or \$125 (110 volt) electric fee or \$500 10X10 Tent Space

*******Multiple space rentals available***

*******Electricity includes one (20 amp circuit)***

*******TRAILER OR TENT AND SIGNAGE IS TO BE FURNISHED BY THE VENDOR***

Please make checks payable to: Farmington Downtown Development Authority

Additional electricity is available upon request at a charge of \$125.00 per 20 amp circuit. Available power is limited and requests will be honored on a first come/first serve basis. Unscheduled additions to electric service provided during the event hours will be assessed at \$200.00 per additional 20 amp circuit. Failure to request correct amount may result in forfeiture of vending privileges. We encourage propane cooking equipment, but please note **all tanks must be secured according to fire regulations.**

RETURNED CHECKS

A fee of \$100.00 will be charged for returned checks. Repayment may only be made by money order or certified check.

CARE OF AREA

All entrants to the festival agree to keep their area clean and sanitary during the term of the festival and to restore the area to a thoroughly clean condition immediately upon completion of their participation in the festival. All vendors having any throwaway materials and/or food must provide a trash container with plastic trash bags to be placed in a highly visible manner at their concession for use by the public.

- **All bags will be sealed and placed in a designated area at the close of each day's operation.**
- **Grease must be removed by the vendor.**
- **Grease must NOT be poured into sewers, on grass or into trash barrels.**

Participant is responsible for supplying adequate supplies to operate their concession. This includes, but not limited to:

- Proper electrical cable which complies with current national electrical code. Must be SO or SOW configuration of adequate size for desired amperage. Vendor's cable must attach to a properly grounded electrical panel, such as a fuse box or breaker box. This box must be grounded properly. Romex or extension cords will not be allowed.
- NSF approved FOOD GRADE QUALITY clear or SYNFLEX water hoses. Waste water should drain to sewers or holding tanks. **Under no circumstances should it be allowed to drain under other food concessions or onto common festival areas.** Failure to comply will result in removal from festival and forfeiture of all fees.

INSURANCE

All entrants into the festival shall secure proof of liability insurance coverage for the term of the festival in the amount of not less than \$500,000 per person and \$1 million per occurrence.

The Farmington Downtown Development Authority, on behalf of the Downtown Farmington Founders Festival and its officers, agents and employees, City of Farmington, and its officers, agents and employees, must be named as additional insured. *A copy of the proof of insurance must accompany this contract.*

LIABILITY

All entrants into the festival agree to HOLD HARMLESS AND INDEMNIFY The Farmington Downtown Development Authority, on behalf of the Downtown Farmington Founders Festival and its officers, agents and employees, City of Farmington, and its officers, agents and employees, from any cause action whatsoever or any damage to, with respect to persons or property and agree to assume full responsibility for the same.

ON-SITE SECURITY

Local law enforcement will patrol the area occasionally during non-operation hours. This presence, however, does not guarantee against theft or loss; rather, it is to supplement any precautions that participants should already take. DOWNTOWN FARMINGTON FOUNDERS FESTIVAL recommends that you do not leave valuables unattended.

PROMOTIONAL BENEFITS

Participating vendors will be promoted via event signage, the DOWNTOWN FARMINGTON FOUNDERS FESTIVAL website, Event Guides and other promotional opportunities where applicable.

COMPLIANCE WITH LAWS

Vendors agree to comply at all times with all applicable Michigan health, fire and safety rules, regulations, ordinances and laws. Vendors acknowledge that health, fire and safety officers, as well as festival personnel, shall have the right to inspect booths and operations at any time. Vendors shall immediately correct any violation and shall comply with any instruction to improve the health, fire and safety conditions of the booth. Vendors must take full legal responsibility for their participation in DOWNTOWN FARMINGTON FOUNDERS FESTIVAL, its producers and partners will conduct all legal transactions. Failure to comply with any of the above regulations may result in immediate removal from the event with no refund of fees paid.

SET UP

Set up time is Thursday, July 19, 2012, time to be determined. Care will be taken to set up without disturbing businesses that may be open in the Downtown Center. Volunteers will be on site to direct you to your location. All vehicles except during loading and unloading **must be parked away from the area of operation.** Entrants will not be allowed to work from the tailgate of any vehicle nor use a parking space adjacent to or in the near vicinity of the allocated space for the operation of their activity. Entrants will be directed to available lots for their vehicles and stock trucks. Food stock trucks will not be allowed to park in or near the food vending area. **Due to space constrictions, it is possible that stock trucks will not be adjacent to the food area. DOWNTOWN FARMINGTON FOUNDERS FESTIVAL will provide space as close as possible for stock truck parking.**

EXHIBITOR CANCELLATION

In the event of cancellation or withdrawal by a vendor prior to June 1, 2012 DOWNTOWN FARMINGTON FOUNDERS FESTIVAL will return your booth fee only if space can be reassigned. The refund monies will be available the week of July 23, 2012. Vendors must submit a refund request in writing to DOWNTOWN FARMINGTON FOUNDERS FESTIVAL requesting to have the fee refunded. NO REFUNDS will be given after June 1, 2012. **INCLEMENT WEATHER** - DOWNTOWN FARMINGTON FOUNDERS FESTIVAL will make every effort to operate the event in a safe and secure environment during rain or shine. However, should the event be forced to close or festival hours are lost due to severe weather conditions or circumstances beyond its control, there will be NO REFUNDS of fees paid nor losses incurred from cancellations.

BASIC PARTICIPANT RULES

Rules and regulations include, but are not limited to, the following:

Participants

- Are required to conduct all activities within their contracted space
- Are prohibited from using amplifying devices
- May not place objects, fencing or stakes into pavement
- Are prohibited from moving their booth
- Are financially responsible for any damage to the event site or equipment damage due to the fault of an exhibitor
- Are not permitted to bring animals of any kind to the event site
- Are required to be open for business all three days during festival hours, rain or shine
- May not operate beyond the confines of their unit
- Menus with prices must be prominently displayed. Only contracted menu items can be sold. If there is a beverage sponsor, vendors agree to carry sponsor products.