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FOOD VENDOR APPLICATION

Special Events Office, City of Wyandotte
3200 Biddle Avenue Wyandotte, Michigan 48192

P: 734-324-4502 F: 734-324-7283

hthiede@wyandottemi.gov Wednesday

- Saturday, July 10-13th 2024

Hours: 10 AM to 9 PM daily.

FEES:

- A \$20 food application review fee is required with your completed application form and returned to the office no later than March 10th 2024. Check to be made payable to the City of Wyandotte.
- Booth Fee is \$2,250 When notified of acceptance each approved vendor will need to submit a money order or check in the amount of \$2,250 payable to the Wyandotte Street Art Fair by **March, 2024**.
- You will pay for your electrical hook up fee separate from your booth fee. Please pay special attention to the electrical hook up sheet (enclosed).

HOLD HARMLESS/LIABILITY INSURANCE:

- You must file a Hold Harmless agreement (attached) with the City of Wyandotte.
- The concessionaire shall procure and maintain (copy to be submitted to the Art Fair Committee by June 1, 2024) for the duration of the fair bodily injury and property damage liability insurance in the amount of not less than \$1,000,000 combined single limit. Coverage shall include products liability. The City of Wyandotte and Wyandotte Art Fair Committee must be named as additional insured on the insurance policy.

MENU:

- A complete menu and price list must be submitted with your application.
- You may sell carbonated beverages but you will not be able to sell lemonade.
- The Wyandotte Art Fair Committee reserves the right to make deletions in your menu selection to prevent duplication of products. This rule WILL BE STRICTLY ENFORCED!!!!

TRAILER DESIGN:

- Submit a sketch or photo including dimensions (maximum 12 x 20 area) of your booth.
- If additional space is needed, you will be charged \$5 per square foot.

WAYNE COUNTY HEALTH DEPARTMENT LICENSE:

- You will be responsible for all license fees applicable in Wayne County. If you need to apply to the Wayne County Health Department for a license, tell them you want to make application for a four-day food vending special license. The Wayne County Health Department will inspect your area in the morning, first day of the show.

SUBCONTRACTING OF BOOTH:

- Privately owned Wyandotte Business establishments may not subcontract all or any part of the booth. Non-profit organizations may submit an application form indicating that they will be subcontracting all or a portion of the booth. The City of Wyandotte will not be held liable in any way for disputes between food concession-applicant and those that may be subcontractors of applicant.
- Liability insurance shall be provided by your subcontractor (if applicable) in the same amount and form as provided by the applicant naming the City of Wyandotte and Wyandotte Street Art Fair Committee as additional insured on the policy.

ELECTRICITY:

- Electricity is available at the rates listed on enclosed form.
- Applicants in need of electrical service must confirm their request by submitting the enclosed electrical application form. Application is subject to approval.
- You must pay for electrical hook up after your acceptance into the fair. This payment must be separate from your booth fee. Please make payable to the City of Wyandotte.

CLEAN UP:

- Food Vendors will be responsible for the periodic removal of their own trash during the event as well as the cleaning of their space at the close of the Art Fair each day/night.
- Vendors who do not meet cleanliness requirements will not be allowed to participate in any future event.
- All materials must be removed at the end of the event.
- All materials, storage and operations, including prep and clean up, must remain within the booth space. If you exceed the booth space, you must pay per square foot for the additional space needed.
- Please remove grease containers from site after each day of the event. **DO NOT POUR GREASE DOWN THE SEWER DRAINS!**
- Vendors are responsible for providing electrical cord and water hose covers. (Rugs will not be accepted and will be checked throughout the fair.)

HOLD HARMLESS:

- You must sign this hold harmless agreement to be juried for food vendor space in the Wyandotte Street Art Fair.

Any violation of these rules and regulations or other applicable city/state/county ordinances will result in immediate dismissal from the fair.

Booth spaces may not be transferred or otherwise reassigned by the artist/crafter/vendor.

Booth structure and display must not exceed the limits of the assigned space. Artwork hanging from display panels will not obstruct or block clear or free passage. If your set up/artwork is hazardous or interferes with your neighbors or the public, you will be asked to remove it.

Rude, obscene or abusive language and/or threatened, actual physical restraint and abuse of Wyandotte Street Art Fair staff, employees or general public are strictly prohibited and will result in the loss of exhibiting privileges immediately and permanently.

If the cancellation is made on or before the last day to cancel with refund, your booth fee will be refunded minus a \$50 administrative fee.

Rule Violations: Violations of any of the rules will be handled by the Mayor of Wyandotte and/or the Special Events Coordinator and designated staf

If you should have any questions, please contact the Special Event Office at hthiede@wyandottemi.gov

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Completed Hold Harmless Agreement
Application
Photo of booth
Jury fee check

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HOLD HARMLESS AGREEMENT

In consideration of the City of Wyandotte granting permission to the undersigned to utilize the City of Wyandotte's sidewalks/streets to sell their product during the special event occurring July 8-15, 2024. The undersigned hereby assumes all risks and liability relating to the utilization of said sidewalks/streets and agrees to hold harmless and indemnify the City of Wyandotte, City Officials, City Employees, Wyandotte Street Art Fair, Wyandotte Street Art Fair Directors and Committee Members, from all liability and responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or property of others arising out of or resulting directly or indirectly from the utilization of said City sidewalks/streets in the City of Wyandotte during the above dates.

The undersigned further does hereby remise, release, and forever discharge the City of Wyandotte, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from the utilization of said City sidewalks/streets in the City of Wyandotte during the above dates.

Agreed to this _____ day of _____, 20_____.

Name:

(Printed)

Address:

Phone:

Email:

Business Name:

Signature:

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JULY 10-13TH 2024

FOOD VENDOR APPLICATION

1. Name of Business/Organization: _____

2. Main contact person: _____

3. Address: _____

4. Phone: _____

5. Cell Phone: _____

6. Email: _____ Website: _____

7. List one other person who is responsible for the food concession:

Name: _____

Address: _____

Phone: _____

Item	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Booth Size (if other than 12 x 20 there will be an additional charge of \$5 per square foot): _____

10. Will you be subcontracting all or a portion of your concession? Please explain -

Enclosed is check, application, photo/sketch of concession and signed hold harmless agreement. I understand that completing this form does not constitute acceptance in the Wyandotte Street Art Fair. I have read the rules and regulations for the 2024 Wyandotte Street Art Fair and I agree to abide by them if accepted. I understand that violation of said rules will cause immediate dismissal without reimbursement of paid fee. I agree to abide by each of the regulations on this application, the Laws of the State of Michigan and the laws and ordinances of the City of Wyandotte and will be responsible for our organizations/business/individual compliance.

Signature - _____ Date - _____

Printed Name: _____
First Last

Office Use Only:

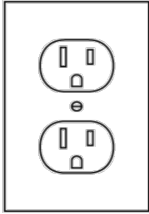
Date _____ Check # _____ Notes: _____

Amt. Paid _____ Check # _____ Booth # _____

RETAIN THIS SHEET FOR YOUR FILES

PLEASE REFER TO THE BELOW WHEN APPLYING FOR ELECTRICAL HOOK UP

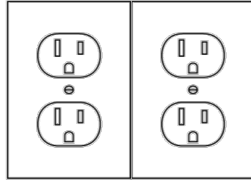
120 Volt Standard receptacles
3 Prong grounded - 2 Plug



Typically used for:

- Cash Register
- Light
- Small fan

120 Volt Standard receptacles
3 Prong grounded - 4 Plug



Typically used for:

- Cash Register
- Lights
- Fan
- Radio

240 Volt - 3 Prong Twist Lock
50 Amp receptacles - (Female)



Typically used for:

- Food Trailers
- RV's/Campers

RULES FOR ELECTRICAL USAGE:

- This request must be completed if electric service is needed for any vendor/activity for an event
- The request must have appropriate contact information and a signature to be considered
- "Same as last year" will not be accepted for any category
- It is important that your information is correct
- It shall be the users responsibility to ensure that equipment used is properly maintained and grounded, with cords that equipped with (3 Prongs) to mate with extension cords and receptacles so designed that the ground connection is made. Extension cords may not run across sidewalks or in front of any tent/space
- If you are using power from a vendor near you without paying for use of power your plug can be removed and you will be charged a fee of \$50
- Please make all payments for electrical hook up to: City of Wyandotte Municipal Service
- Your electrical cords will be inspected by our Wyandotte Fire Chief/Department throughout the event and during set up
- If you are using too much power, damage or break the power boxes/electrical hook up during normal hours of Municipal Service staff there will be warnings issued. After three warnings, you must pay a \$300 fee to receive assistance/power.
- You must follow all rules and regulations set forth by the Wyandotte Fire Chief/Department at all times
- If you have any questions prior to your event regarding this document, please feel free to connect with the Special Events Office at: 734.324.4502 or email us at hthiede@wyandottemi.gov