



# FOOD VENDOR APPLICATION

## Trenton Michigan Summer Festival

### June 28, 29, 30, 2019

Entry Deadline Postmarked: April 1, 2019

Please Print Clearly:

OFFICE USE ONLY	
Amount Paid:	
Date Paid:	
Check #	
Accept: Y N	

## TELL US ABOUT YOURSELF AND HOW WE CAN CONTACT You!

First & Last Name \_\_\_\_\_ Second Person \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

HOME  CELL  BUSINESS  FAX  HOME  CELL  BUSINESS  FAX  HOME  CELL  BUSINESS  FAX

Email Address \_\_\_\_\_ Business Website \_\_\_\_\_

## LIST YOUR 3 MAIN MENU & BEVERAGE Products!

Limited to 3 menu items only. All combo platters must be made from these three main menu items.

Main Menu Product	Price	Beverage	Price
	\$		\$
	\$		\$
	\$		\$

## JUST A FEW MORE Questions!

- Have you participated in the Trenton Summer festival before?  
 Yes, Previous Year(s): \_\_\_\_\_  No
- Will you be using a storage trailer requiring additional parking?  
 Yes, Trailer Size \_\_\_\_\_ x \_\_\_\_\_  No
- Is water hook-up required for your operation?  
**Please note:** Extra hose may be required for hook-up.  
 Yes  No
- Is electricity required for your operation?  
**Please note:** Generators are not permitted. 50 amps, 220 volt electric service is provided with a female pressure-type connector near your location. This is a four-wire (ground, neutral, hot, hot) system. It is the vendor's responsibility to provide a corresponding male connector attached to sufficient wire to reach your trailer. **No wiring will be done by the city electrician.**  Yes, 110 volt  Yes, 220 volt  No
- We are committed to support persons with disabilities and will provide reasonable accommodations as best as possible. **If you require special accommodations, please indicate below:**  
\_\_\_\_\_



## SPACE OPTIONS, FEES & Payment!

SPACE OPTIONS	FEES	QTY.
10' x 12' Street Space	\$550.00 ea.	
Additional Linear Footage	\$60.00 /ft.	Total # of Linear Ft. Required _____
Electricity (220 volt, 50 AMP) <b>You must supply a 50A-125/250V Universal Angle Plug with Flat Prong 3 pole, 4-wire grounding cord clamp with at least 25 feet of cord wired to your trailer.</b>	\$100.00 ea.	
Electricity (110 Volt, 20 AMP)	\$75.00 ea.	
<b>Late Fee if payment received after April 8, 2019</b>	<b>\$25.00</b>	
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	

MAILING ADDRESS	PLEASE INCLUDE
Trenton Summer Festival 3101 West Road Trenton, MI 48183	<ol style="list-style-type: none"> <li>Check payable to "City of Trenton" for total due.</li> <li>Completed Application form.</li> <li>2 photos of food booth set-up.</li> <li>1 photo of all food items to be sold.</li> <li>1 detailed drawing with dimensions of your space requirement.</li> </ol>
Insufficient Funds Fee: \$35.00 will be charged for each check that is returned.	
Signature _____	Date _____

Please Complete Other Side →



## RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the Trenton Summer Festival Committee ("Festival Committee") and the City of Trenton ("City") permitting me to participate in the 2019 Trenton Summer Festival ("Festival"), the undersigned person does hereby agree to assume all risk and liability associated with my participation in the Festival. I recognize and acknowledge that such risks of participation in an outdoor festival include, but are not limited to, personal injury and property damage due to crowds, vandals, traffic, inclement weather conditions, including rain; hail; lightening and wind, as well as losses related to theft. On behalf of myself, my heirs, successors, and assigns, I do further agree to release, hold harmless and indemnify the Festival Committee and the City, their elected officials, officers, agents, and employees from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any City property, or the property of others, arising out of, or resulting from, my participation in the 2019 Festival. I do further hereby waive, release and discharge the Festival Committee, the City, their elected officials, officers, agents and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of my participation in the 2019 Festival.

AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Make checks payable to "City of Trenton" and return check and form by April 1, 2019 to:

**Trenton Summer Festival**  
**3101 West Rd.**  
**Trenton, MI 48183**



# TRENTON MICHIGAN SUMMER FESTIVAL FOOD VENDOR RULES 2019

## SUMMER FESTIVAL DATES & HOURS OF OPERATION

- The Trenton Summer Festival will take place **Friday, Saturday, and Sunday, June 28, 29 and 30, 2019**. Hours are **Friday and Saturday from 10:00 a.m. to 11:00 p.m. and Sunday 10:00 a.m. to 6:00 p.m.**

## APPLICATION & PHOTO SUBMISSION

- All applications must be postmarked by **April 1, 2019**. Food Vendors must qualify under applicable state, county and city ordinances and regulations. All required permits, licenses, certifications and liability insurance in the amount of \$1,000,000 (one million) must be obtained with City of Trenton as additionally named insured.
- Full check payment is required** with applicable fees and required items: \$550.00 per 10' x 12' booth, \$60.00 per additional foot, \$100.00 for 220 volt electricity, \$75.00 per 20 amp circuit of electricity, 1 photo of all food items to be sold, 2 photos of your booth setup and a detailed drawing with dimensions of your space requirement including overhangs, trailer tongues, signage, ice machines, refrigerators, storage containers, tables, and cooking area. Photos may also be submitted via email to [sbarr@trenton-mi.com](mailto:sbarr@trenton-mi.com).
- Photos should be no larger than 4"x6". **Polaroids and slides will not be accepted. Applications without photos will not be accepted.** The committee reserves the right to use all submitted photos for publicity. **Photos will not be returned after the festival.** If you have additional items to add after submitting your application, please send pictures of those items prior to the start of festival. They will be reviewed by the committee and you will be notified by mail if they are acceptable. This acceptance must be in a letter, not verbal, and you must bring the letter with you.
- Your menu at festival must be the same as the menu you submitted with your application. Any changes to that menu must be made in writing prior to June 1, and must be approved by the Summer Festival Committee in writing.**
- Space is limited.** Not all applications will receive approval. The Trenton Summer Festival Committee shall have the sole discretionary authority to approve all applications, whose decisions shall be final and binding. Spaces are assigned in an attempt to honor all specific requests. However, the Trenton Summer Festival Committee reserves the right to make final space assignments and change assigned spaces, if necessary. Crafters will be notified by the Committee of any space changes.
- Applicant acknowledges decisions with respect to applications will be necessarily subjective and applicant specifically waives, releases, and holds harmless, the Board and the City from any claims, actions or damages arising out of an application denial. **There is limit of no more than 2 booths per company or family.** All applications are subject to committee approval and space availability.
- Prior participation in festival will not guarantee acceptance into this year's festival.
- We are actively seeking a beverage sponsor for the festival. If we are able to make such arrangements, all vendors will be required to sell the beverage product of the committee's choice. We will notify you promptly if such arrangements are made.
- The Trenton Summer Festival Committee reserves the right to decline any application which does not meet the guidelines or is deemed unacceptable.

## ELECTRICAL & WATER REQUIREMENTS

- If you require a 220 hook-up, you must have a 50A-125/250V Universal Angle Plug with Flat Prong 3 pole, 4-wire grounding cord clamp with at least 25 feet of cord wired to your trailer. The City Electrician will not be available to wire personal units.
- Due to the limited amount of electricity available, all requests must be made at the time of application and you must supply your own 100' extension cord.
- The Trenton Summer Festival Committee, City of Trenton and Volunteers are not responsible for any damages resulting from the use of electricity in your booth. By choosing to pay for electricity, you accept all responsibility for damages incurred by power surges, failures, or any other electrical issues.
- If water hook-up is necessary for your operation, you must supply a 300 foot ample food grade hose.

## LATE FEE & INSUFFICIENT FUNDS FEE

- A **\$25.00 late fee** will be charged for payments received after **April 8, 2019**.
- A **\$35.00 insufficient funds fee** will be charged for each check that is returned.

## CANCELLATIONS & REFUNDS

- All cancellations must be in writing.** No refunds will be issued after **May 1, 2019**.
- The Trenton Summer Festival is an outdoor event and will be held rain or shine. **No refunds will be given for inclement weather.**

## SPACE USE AND RESPONSIBILITY

- All cooking must be performed within the confines of your booth.** Selling throughout the festival area is not permitted. There is to be no walking down the street selling goods or distributing literature.
- Generators are not permitted. Gas & Propane permitted only. Drip pans must be used under grills at all times.**
- All grease must be disposed of properly. Anyone disposing of grease in a sewer or porta john will be charged a \$100.00 fine and future participation in the Summer Festival will be rejected.
- Each booth must have a fire extinguisher with staff trained in usage.
- Compressed gas tank bottles and LP gas bottles must be secured in order to prevent the possibility of tipping.
- It is solely your responsibility to **secure all trip hazards (i.e. electric cords, hoses, ropes, etc.)** All booth structures must abide by safety measures to insure the booth is adequately secured in case of bad weather or strong winds.
- Smoking/tobacco is not permitted within your space.**
- No animals are allowed, with the exception of approved Service Dogs.**
- No bikes, skateboards, roller blades or scooters allowed.**
- It is your obligation to comply with the **Americans with Disabilities Act** and make necessary modifications to your exhibit or make reasonable accommodations to service persons with disabilities.
- You must keep your space **attractive, clean and neat.** There will be a minimum charge of \$300.00 if the Trenton Summer Festival has to clean your space after festival.
- Amplifying devices are limited to official use only.**
- Subletting of your booth is not permitted.** You may not sell, divide, or give your booth to another vendor.
- Although attempts will be made to provide security for Friday and Saturday Night, please be advised that vendors assume all risk for accidents and losses to themselves and exhibits. The Trenton Summer Festival Committee will not be responsible for theft and damage to merchandise or personal property.
- Participants are strictly prohibited to lean or attach anything to light posts and other permanent fixtures in the downtown streetscape. No person shall drill holes, make modifications, paint or place graffiti on any street, building or permanent fixture. **Violators will be assessed damages.**

## ARRIVAL & CHECK-IN REQUIREMENTS

- Upon arrival, first check in at the **Information Booth** located in the general area of **St. Joseph and West Jefferson**. Committee members will direct you to your area to unload your vehicle. Please be conscience of where you park to unload so that you do not block the street and prevent others from getting near their booth to unload. Please unload your vehicle as fast as you can and move it to the parking location before setting up your booth. This allows others the opportunity to get their vehicles unloaded and to set up their booth.
- When you check in, you will receive an **information packet** providing your space number to be displayed on the front of your booth. **Failure to display this number will result in a fine of \$25.00.**
- Artists and crafters are expected to remain open until **9 p.m.** on Friday and Saturday. **Attendance is required for all three (3) days.**
- A 15' fire lane must be maintained between the curb and center spaces and must remain open at all times by order of the Trenton Fire Department.**
- No vehicles will be allowed on the street until after the close of festival each day.** If you wish to leave prior to the close of festival, you will need to hand cart your goods out. Cars will not be allowed on the street until streets are cleared and determined safe for traffic by police.
- Vehicles parked in unauthorized areas will be ticketed or towed at the expense of owner.** Parking permits must be visible in windshield of vehicle.

3101 West Road • Trenton, MI 48183 • (734) 675-7300 • FAX: (734) 675-7206 • [sbarr@trenton-mi.com](mailto:sbarr@trenton-mi.com)

[www.trentonsummerfestival.org](http://www.trentonsummerfestival.org)