

William B. Matakas
Mayor

Michael I. Mizzi
City Clerk

Maureen C. Armstrong
Treasurer

CITY COUNCIL

Gail McLeod
Mayor Pro-Tem

Angelo A. DeGiulio

Kevin Rourke

Harry Sisko

Larry Templin

Tina Gaworecki

City of Allen Park



January 2017

Dear Allen Park Based Nonprofit:

Mark your calendars, the 36th Annual Street Fair comes to town **August 4-5, 2017**. We hope to continue last year's success by again offering an exciting list of ways your organization might capitalize upon the thousands of customers crowding Allen Park for the fair.

The application process is simple:

1. **Select Participation Option.** Nonprofits may choose to serve beverages, run a fundraiser, pass out information, or most anything else you can think up.
2. **Complete Application.** Please complete the enclosed application form and return, with payment, no later than **May 1, 2017**.
3. **Status Notification.** We will notify everyone of their booth location by **July 15, 2017**.
4. **Cancellation notification must be received by July 15, 2017 or you will not be invited to return the following year.**
5. **All activity must take place within your booth.** No soliciting outside of booth for any reason.

I hope you are as excited about the 2017 Allen Park Street Fair as I am. If you have any questions or concerns, please contact us at applications@allenparkstreetfair.org or 734-258-7720.

See you at the fair!

Cynthia Riviera
Allen Park Festivities Commission
Chairperson

36th Annual Allen Park Arts & Crafts Street Fair

August 4-5, 2017 ♦ 10:00 a.m. - 9:00 p.m.

Opportunities for Allen Park Based Nonprofits

Beverage Server (limited availability)

Potential: 10% of all beverage profits

- Volunteers from an area nonprofit will serve beer, wine, and non-alcoholic beverages in the stage areas.
- In return for service, the nonprofit will be awarded 10% of all beverage profits.
- If more than two nonprofit groups apply the applicants will be entered into a lottery.

Commitment-Friday and Saturday (to be coordinated with Street Fair Committee):

Main Stage

- Minimum of 2 volunteers from noon to 5 pm
- 10-15 volunteers from 5 pm to 11pm

Southfield Stage

- 2 volunteers from noon to 10 pm

Duties:

- Patrons will purchase beverage tickets, no volunteers will handle cash.
- Beer will be served in cans.
- Servers will provide the customer with the can and collect the drink ticket.

Fundraising Booth

Charge: \$50 per 10' x 10' space

- Nonprofits may run fundraisers from their booth spaces.

Commitment:

- Man booth 10 a.m. to 9 p.m. Friday and Saturday.
- Provide tent, table, chairs, etc.

Ideas:

- *Raffle.* Sell tickets for donated items, 50/50 raffles, etc.
- *Refreshments.* Sell cold drinks, baked goods, etc. (Please note: nonprofits are **not** permitted to sell bottled water or fresh lemonade.)
- *Relaxation Oasis.* Offer hot, tired shoppers a cool seat in front of a fan. Sell cold drinks, aromatherapy, chair massages, etc.
- *Kids Activities.* Entertain children with arts and crafts, games, etc. (nonprofits are **not** permitted to offer face painting)
- *Midway Games.* Sell tries at a dunking booth, ring toss game, etc.
- *ALL activity must take place within your assigned booth.*

Public Information

Charge: Free

- The Street Fair brings over 50,000 people to Allen Park. This is a great opportunity to tell locals and visitors about your organization.

Commitment:

- Man booth 10 a.m. to 9 p.m. Friday and Saturday.
- Provide tent, table, chairs, etc.

Please Note: Sale of bottled water is strictly prohibited. The Youth Organization responsible for emptying trash is given sole rights to sell water in exchange for the 22 hours of work they give to the fair.

36th Annual Allen Park Arts & Crafts Street Fair

August 4-5, 2017 ♦ 10:00 a.m. - 9:00 p.m.

Allen Park Based Nonprofit Application

(For Office Use Only)

Applications must be in the name of the original applicant and assigned spaces are non-transferable to other parties.

NONPROFIT INFORMATION:

Organization Name _____

First Name _____

Last Name _____

Title _____

Address _____

Cell Phone _____

City _____

State _____

Zip _____

Email _____

TYPE OF BOOTH YOU ARE REQUESTING:

BEVERAGE SERVER

FUNDRAISING

\$50 for each 10' x 10' booth space

Number of booth spaces: _____

If operating a raffle, describe: _____

PUBLIC INFORMATION

Free 10' x 10' booth space

Enclosed is payment for my reserved booth space. Amount: \$ _____ *Make check payable to the Allen Park Festivities Commission.*

Enclosed is a **stamped, self-addressed #10 – legal sized envelope.**

I understand the rules and I agree to abide by them. I understand failure to comply with the rules will jeopardize my participation in future fairs.

I understand if I do not cancel by July 15, 2017 and fail to set-up at the show, my organization will not be invited back the following year.

Signature: _____

Date: _____

Return to:

Allen Park Street Fair

PO Box 70

Allen Park, MI 48101

Deadline: May 1, 2017

If you require further information, please contact applications@allenparkstreetfair.org or (734-258-7720).

36th Annual Allen Park Arts & Crafts Street Fair

August 4-5, 2017 ♦ 10:00 a.m. - 9:00 p.m.

Rules and Regulations

ALL VENDORS:

- Sale of silly string (*or similar items*) is strictly prohibited.
- Raffles must be approved by the Festivities Commission prior to the Street Fair.
- No hawking of merchandise.
- All activity must take place inside of your assigned booth.

MERCHANDISE VENDOR INFORMATION:

- Set-up space is 10' x 10'.
- Vendors must provide chairs, tables, and other display equipment.
- The Festivities Commission and the City of Allen Park are in no way liable for damage, loss, or physical injury.
- **Items must not extend beyond allotted areas and vendors may not move from their designated space.**
- Booths must be kept neat and attractive at all times during the fair.
- If you must leave the fair due to an emergency, please notify the Festivities Commission.
- **Please Note:** *Sale of bottled water from non-food vendor booth locations is strictly prohibited. The Youth Organization responsible for trash collection is given sole rights to sell water in exchange for the 22 hours of work they give to the fair.*
- You must supply your own garbage bags. Please DO NOT dispose of trash in the trash cans on site. These are for Street Fair customers, not vendors.
- DO NOT LEAVE DEBRIS ON THE STREET AT CLOSE OF FAIR.

NO REFUNDS WILL BE ISSUED AFTER JULY 15, 2017.

Participants who fail to comply with the stated rules and regulations will not be allowed to participate in the following year's fair.