

Vendor Form

West Bloomfield Youth Assistance Food Truck Rally

Event date: June 8, 2018 from 5pm-9:30pm

Event location: Orchard Mall Parking Lot, Orchard Lake Rd, West Bloomfield, MI

- ✓ Event space application fee is \$150. Checks made payable to West Bloomfield Youth Assistance (WBYA).
- ✓ Event space at the Food Truck Rally includes:
 - 10x10 area, not covered
 - 1-8 ft table, no table covering
 - Your business name will appear in limited event marketing
- ✓ Sorry, no refunds after April 1, 2018 as all Marketing will launch after this date and your business name and logo will be included.
- ✓ All legal requirements must be met that are outlined within this form.
- ✓ All forms must be complete with all sections completed in a legible manner.

Return form with payment to:

West Bloomfield Youth Assistance, 4925 Orchard Lake Road, West Bloomfield, MI 48323

For more information about our Food Truck Rally, visit www.wbyouthassistance.org. Questions can be directed to: wbyouthassistance@yahoo.com. Please be sure to also email your logo (jpeg or png).

DATE: _____

BUSINESS NAME: _____

CONTACT NAME: _____ CELL PHONE: _____

EMAIL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

WEBSITE: _____ SOCIAL MEDIA: Facebook/Twitter/Instagram

Please circle those you utilize for your business.

EVENT SPACE

Please list the activity that will be happening in your event space at this event. You will be notified if any activities are not approved (subject to township or property restrictions). This process is first come, first serve!

ONSITE

Based on the information provided below on the event set-up timeline, please estimate your time of arrival.

11am Noon 1pm 2pm 3pm

How many employees will you be bringing in addition to yourself? 1 2 3 Other: _____

Is the contact person listed on this application going to be on-site at the event? If not, please provide an on-site contact person:

CONTACT NAME: _____ CELL PHONE: _____

EMAIL: _____

Your event space must be self-sufficient. We do not have electrical hook ups available. Will you be bringing a generator?
Yes No

Are there any other details or set up instructions concerning the placement of your business that we need to consider prior to your arrival? Please include here or as an attachment.

WBYA Operations, Requirements, Policies and Procedures

Application Acceptation/Rejection: Approval of any application will be at the sole discretion of the West Bloomfield Youth Assistance who reserves the right to accept or reject any and all irregularities and accept or reject any and all applications. To insure uniformity, menu/items may be subject to approval. Truck, sponsor booth space and vendor privileges may NOT be assigned or transferred. Assignment of any available space(s) is solely at the discretion of the West Bloomfield Youth Assistance. Any changes to the original application must be approved in writing no less than 7 days prior to the event. **The West Bloomfield Youth Assistance reserves the right to accept or reject any products listed on the application due to duplicate items at other vendors.** In regards to food sales, menu changes made without prior WRITTEN AUTHORIZATION may result in loss of privileges as a food truck vendor.

Legal Requirements: In order to sell any products, you are responsible for having a valid license and be in compliance to all laws governing your activities. This includes but is not limited to health department licenses, collection of and payment of taxes and reporting for the same. The Oakland County Health Department requires that all food concessionaires meet sanitation standards. Operators should anticipate an inspection prior to the event and no less than two (2) inspections during the event. **Food vendors without a STFU license must make arrangements for proper licensing with the Oakland County Health Department.** Visit www.oakgov.com/health/services/Pages/Food to find temporary food resources, including guidelines and forms, or call 248-858-1312.

Insurance Requirements: West Bloomfield Youth Assistance's insurance provider requires Certificates of Insurance from all vendors that participate in WBYA events. Attached is a sample Certificate of Insurance which indicates the minimum limits of coverage that are acceptable. It is the applicant's responsibility to send the sample Certificate of Insurance to their insurance agent and ask them to provide West Bloomfield Youth Assistance with a Certificate with the minimum coverage as shown on the sample form. Certificates of Insurance are required to accompany this application at the time it is submitted to West Bloomfield Youth Assistances.

Fees: There is a vendor fee of \$150. Full payment is due by April 1, 2018 or within 15 days of the receipt of the form by the WBYA office.

Refunds: **Only written cancellation requests** will be accepted and will be subjected to a minimum \$50.00 cancellation fee. All cancellation request must be received prior to April 1, 2018. Sorry, no refunds after April 1, 2018.

Important On-Site Information the Day of the Event:

1. Booth, truck and vender placement is still to be determined. See event map on our website for general event lay out.
2. Food Trucks must be self-contained.
3. Tents must be properly secured, preferred by weights.
4. No electrical access will be provided. Generators must follow all safety standards.
5. A sign listing items and with prices, must be displayed and clearly visible.

Set up times will be Friday, June 1, between 11:00am and 3:00pm. **Food booths must be on site and ready to operate and approved by the health department NO LATER than 4:00 p.m. on Friday, June 1, 2018. Sponsor and vender booths must be set-up and ready to operate no later than 4:00 p.m..** Deviations from these times need to be approved by West Bloomfield Youth Assistance. Food vendors and sponsors are responsible for all of the assembly of their trucks and booths in accordance with the West Bloomfield Youth Assistance, West Bloomfield Fire Marshall and Oakland County Health Department. Location, facilities, utilities use and appearance of the truck and booth are subject to approval. Participation is subject to full approval of those organizations and law enforcement authorities.

Event hours of operation will be Friday, June 8, 2018, from 5:00pm to 9:30pm. Food Trucks are responsible for having their unit fully functional until at least 9:00pm and are encouraged to remain open throughout the entire event.

West Bloomfield Youth Assistance will not be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause. Security will be provided during the event; however, participants are responsible for their own merchandise, employees and equipment, its protection and insurance.

West Bloomfield Youth Assistance solely reserves the right to reject any vendor for any reason it deem necessary. If in West Bloomfield Youth Assistancess' opinion, the actual is different from that stated in the application, removal and the forfeit of your booth fee may result.

I have read and understand all of the Food Truck Rally operations, requirements, policies and procedures, and agree to abide by them.

X _____
Signature of Applicant

Date

TITLE: _____

Received by:

X _____
Signature of West Bloomfield Youth Assistance Representative

Date

TITLE: _____