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# City of Allen Park



January 2017

Dear Food Vendor:

I am pleased to announce the **36<sup>th</sup> Annual Allen Park Arts and Crafts Street Fair** will be held **August 4-5, 2017**. We strive to continue to enhance the fair's long-standing reputation for high quality crafts, delicious food and great live music. I encourage you to apply soon for a spot as a food vendor – this year's fair will be one you won't want to miss!

The application process is simple:

- 1. APPLICATION.** Please complete the enclosed application form and return it – along with a self-addressed, stamped #10 business envelope – postmarked no later than **April 3, 2017**.
- 2. STATUS NOTIFICATION.** We will notify everyone if their applications have been accepted or rejected. *Do not send booth fee prior to receiving this status letter.*
- 3. ENTRANCE FEE.** If accepted, you will be instructed to submit the **\$600** required entrance fee.

Thank you for your interest in the 2017 Allen Park Arts and Crafts Street Fair. If you have any questions or concerns, please contact the Allen Park Festivities Commission at **734-258-7720** or [applications@allenparkstreetfair.org](mailto:applications@allenparkstreetfair.org).

Sincerely,

ALLEN PARK FESTIVITIES COMMISSION

**36<sup>th</sup> Annual Allen Park Arts & Crafts Street Fair**  
August 4-5, 2017 ♦ 10:00 a.m. - 9:00 p.m.  
*Food Vendor Application*

# \_\_\_\_\_  
(For Office Use Only)

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

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

\_\_\_\_\_  
First Name Last Name Title

\_\_\_\_\_  
Address Cell Phone

\_\_\_\_\_  
City State Zip Email

\_\_\_\_\_  
Type of Food

Have you had space in the fair before:  YES  NO # of Years: \_\_\_\_\_

**Trailer Set-Up:**

Length: \_\_\_\_\_ Width: \_\_\_\_\_  Self-Contained  Generator  Water

Use of electricity (one extension cord) - \$40

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.

\_\_\_\_\_  
Signature: Date:

**Return to:**  
Allen Park Street Fair  
PO Box 70  
Allen Park, MI 48101

If you require further information, please call 734-258-7720.

**Deadline to return application: April 3, 2017**  
**Prior participation does not guarantee acceptance.**

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Accepted/Rejected

Fee Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Space: \_\_\_\_\_

Electric/Water Needs: \_\_\_\_\_

# 36<sup>th</sup> Annual Allen Park Arts & Crafts Street Fair

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

## *Food Vendor Rules and Regulations*

### **CONCESSIONS:**

- All applicants must comply with the Wayne County Health Department rules and obtain all permits, as required by the county.
- The Allen Park Festivities Commission provides no insurance. All concessionaires must procure and maintain for the duration of the fair: Bodily Injury and Property Damage Liability Insurance in the amount not less than \$500,000 combined single limit. The Allen Park Festivities Commission shall be named as additional insured. Proof of insurance must be provided prior to July 15, 2017.
- The Festivities Commission reserves the right to limit concessions because of space and/or duplication.
- No sale of beverages in glass containers.
- No hawking of merchandise or use of bullhorns.
- **The sale of lemonade by vendors who are not solely lemonade vendors is prohibited.**

### **ENTRY:**

- All vendors must submit an application.
- A stamped, self-addressed, size 10 (*legal*) envelope must be included with application.
- APPLICATIONS MUST BE POSTMARKED BY **April 3, 2017**.

### **SPACE ASSIGNMENT:**

- Set-up space is 10' x 20'.
- Food vendors must have a 5lb. ABC fire extinguisher on the premises at all times.
- Vendors may not sell or give space to another concessionaire. Space may be shared only if so requested when application is returned.
- No water or electricity is provided; all units must be self-contained unless you make your own arrangements with Allen Road businesses. There is a very limited availability of water and electricity.
- 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. Vendors must provide trash containers for their own use. Containers will be provided for disposal of purchased items.
- If you must leave the fair due to an emergency, please notify the Street Fair Commission.
- Allen Road will be closed to all vehicular traffic Thursday at 5:00 p.m.
- **DO NOT LEAVE DEBRIS ON THE STREET AT CLOSE OF FAIR.**

### **FEEES:**

- Upon acceptance, you will be notified to submit a booth fee of **\$600**.
- Vendors wishing to cancel may do so until **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.**