



2017 Expo Tent Vendor Application

Please Print

2017 Expo Tent Hours
Friday, June 2, 2017 -- 3PM to 9PM
Saturday, June 3, 2017 -- 11AM to 9PM
Sunday, June 4, 2017 -- Noon – 5PM

Name of Vendor/Organization _____ Application Date _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ CELL PHONE REQUIRED _____

Email Address _____

List items to be sold or promoted. Items not listed cannot be sold or promoted. _____

List item to be donated to Silent Auction _____ Value _____

Spaces	Early Rate Before April 30, 2017	After April 30, 2017	# Spaces	Total
8 X 10 Space	\$160.00/ea. Space	\$185.00/ea. Space	X _____	= _____
4 X 10 Space (Non-Profit)	\$ 75.00/ea. Space	\$100.00/ea. Space	X _____	= _____
Electricity Hookup	\$ 50.00/ea. Space	\$ 60.00/ea. Space	X _____	= _____
Early Tear Down Fee - SEPARATE CHECK**				= <u>+\$100.00</u>
TOTAL ENCLOSED				= _____

**A separate Early Tear Down Fee check is required at time of submission. If vendor tears down before 5:00PM on Sunday, June 4, 2017 check will not be returned. If vendor does not Tear Down early check will be returned or vendor may apply Early Tear Down Fee check as deposit toward 2018 Hometown Days.

SPECIAL STIPULATIONS

- All applications must submit a **color photo** of exhibit space. If a photo is not included, the application will not be considered. SCHD reserves the right to limit vendor items sold.
- General liability insurance is required listing Swartz Creek Hometown Days (SCHD), its Directors, Staff, Volunteers, City of Swartz Creek and William Kincaid named as additional insured. A copy of insurance must be provided to SCHD before arriving.
- Vendors ordering electricity must bring your own 50ft - 100ft commercial grade extension cord.
- Application with total payment including Early Tear Down Fee check must be post marked by April 30, 2017 to qualify for the Early Rate.
- Return NSF checks will be subject to administration fees and a return check fee of \$25.
- Cancellation of all or portion of exhibit space before April 30, 2017 must be in writing via certified mail, return receipt requested. SCHD shall withhold \$25 for administration fees and any credit card fees. No refunds after April 30, 2017.
- Only money orders, certified checks, cash or credit cards **will be accepted** for payment made after April 30, 2017. All spaces must be paid in full before move in.
- This document, when signed by the vendor/organization and SCHD, constitutes a binding, irrevocable, legal agreement. The signing of this document represents and warrants that he/she is duly authorized to execute this binding contract on behalf of the vendor/organization.

Print Authorized Name

Authorized Signature

Date

PAYMENT BY CREDIT CARD ☐ Mastercard ☐ Visa Card # _____

Print Name on Card

Signature

Security Code

Card Expires

BILLING ADDRESS

Return completed application along with payment made payable to -
Swartz Creek Hometown Days, ATT: EXPO TENT VENDORS, PO Box 271, Swartz Creek, MI 48473
For additional information or questions contact Susan Mesack, Commercial Vendors @ 989-445-0505

FOR OFFICE USE

Date Application Received _____ Check # Check Dated _____ Amount _____ Early Tear Down Received _____ Check # _____ Check Date _____



PO Box 271
Swartz Creek, MI 48473

Expo Tent Vendor Guidelines

1. **Define Terms.** The term “agent” means Swartz Creek Hometown Days Festival. The festival and all portions thereof, is owned, produced, and managed by Swartz Creek Hometown Days Festival, PO Box 271, Swartz Creek, Michigan 48473. The term “lessee” means, collectively, the company and/or person that applied for vendor space and agreed to enter into the contract upon acceptance by the agent in a manner stated.
2. **Privilege to Operate or Exhibit.** The privilege to operate or exhibit shall be according to the laws of the State of Michigan without infringement upon the rights or privileges of others. Lessees will not handle or sell any commodity or transact any business upon and within the Swartz Creek Hometown Days Festival except that which is expressly stipulated in the contract, a lessee must confine the business and the promotion and advertising of the same on the agent’s grounds to the assigned space.
3. **Reassignment of Space.** Reassignment of space will be handled in the following manner: following the close of the most recent festival, all lessees will be evaluated with regard to performance (i.e., payment of fees, public compliance, appearance of space, and any formal complaints from the public arising out of the performance of activities on the grounds).
4. **New Applications for Space.** All new applications for space shall be accompanied by a color photograph of the lessee’s space. If the proposed space differs significantly from the photograph, the agent reserves the right to reconsider the application. Factors that would affect the application for space would be physical limitations, the general appearance of the structure, possible interference with existing structures, power sources, water and/or sewer. The privilege to operate a vendor shall be evaluated based upon the following; appearance of vendor space and the current number of similar vendors.
5. **Taxes and Licenses.** Lessee shall be solely responsible for obtaining any licenses, permits or approvals under Federal, State or local law applicable to its activities at the festival. Lessee shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, licenses fees, use fees or other fees, charges or penalties that become due to any governmental authority in connection with its activities at the festival. It is understood and agreed that this contract constitutes a non-assignable license and privilege only advertisement is not, under any circumstances, intended to continue a lease or any other conveyance of real property and partnership, employment agreement or joint venture between the parties.
6. **Observance of Laws.** Lessee’s shall abide by and observe all Federal, State, and local laws, codes, ordinances, rules and regulations of the agent, including without limiting the forgoing lessee shall construct its exhibit to comply with the American with Disabilities Act (ADA).
7. **Substitute Location or Discontinue of Contracts.** Alterations in the festival and its grounds may make it necessary to eliminate previously available or contracted space from one year to the next. In these cases, the agent reserves the right to offer a substitute location or discontinue a contract completely.
8. **Policy Governing Vendors and Approval to Conduct Business.** The agent reserves the right to license and regulate all vendors on the grounds. The business conducted shall at all times conform to the provisions of the space rental contract.
9. **Assignment of Contracts.** The festival contract for lessees shall not be assigned, hypothecated or otherwise disposed of without written consent of the agent. Obligations provided for in said contract, including payments for space and electric shall remain the obligations of the original lessee, irrespective of approved subleasing. Contracts shall not be assigned unless the death or sickness of the original lessee makes assignment necessary in order to perform the provisions of the contract for that year’s festival. Approved subcontracting does not transfer any rights to reapply to the subcontractor and if subcontracting is approved, it will be valid for the current year’s festival.
10. **Removal.** The agent reserves the right to remove any sign, banner, display, or advertising that it deems to be objectionable. Any lessee that does not comply with a request to remove said materials would be removed from the grounds.
11. **Vendors Prohibited.** No roving vendors or carts shall be permitted on grounds or off grounds unless written permission from agent. All literature, display advertising, and products must be within the rented space unless written permission from agent.
12. **Broadcasting Devices.** No loud speakers, radios, or amplifiers or other broadcasting devices can be used on the location described in the contract without written permission of the agent. Approval to use such a broadcasting device shall be based upon the agent’s determination of whether the use of such a device will interfere with the normal and usual conduct of business by adjoining or adjacent vendors.



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13. **Protection of Lessee Property.** Lessees shall be responsible for securing all merchandise. The agent assumes no liability for the loss of any personal property or merchandise.
14. **Lessee Vehicles and Trailers.** A lessee's trailer used for storage of supplies, with a direct relationship to a specific exhibit must be located off festival grounds unless written permission from agent. All lessee vehicles must be parked in appropriate parking areas off festival grounds. All living units must be located off festival grounds.
15. **Removal of Illegally Parked Vehicles.** Any lessee's vehicle parked in an unauthorized parking area, not parked in a designated parking area, may be towed to a designated area where the owner may claim said vehicle upon payment of the appropriate towing charge. The agent shall assume no financial liability for any charges, fees, or damages to contents of any vehicle that is towed.
16. **Vendors General Standard of Conduct.** All lessees shall refrain from engaging in fraudulent activity, misrepresentation, or illegal activity towards patrons of the festival or SCHD. Lessees who misrepresent or give false information on an application shall have all rights revoked.
17. **Pets.** No animals will be allowed on the festival grounds unless said animal is used for the assistance of the physically challenged.
18. **Set-Up Time.** Vendors may set-up Friday from 10:00 A.M. to 3:00 P.M.
19. **Restock Hours.** All restocking must be completed by: Friday before 3:00 P.M., Saturday before 11:00 A.M., and Sunday before 12:00 P.M. All lessees must remain open until 9:00 P.M. Friday and Saturday and until 5:00 P.M. on Sunday.
20. **Sampling and Give-aways.** All samples must comply with the Health Department Regulations in effect at the time of the festival. The Commercial Vendor representative must approve all food and beverage sampling in advance.
21. **Trash and Litter.** Lessees will keep their location and surrounding areas clean and litter free. Trash must be bagged and will be picked up by grounds. SCHD will not tolerate dumping of any kind in unapproved sites.
22. **Tear Down Time and Tear Down Fee.** Lessees may tear down at 5:00 P.M. on Sunday. If Lessees tears down "early" before 5:00 P.M. on Sunday, the lessees "Early Tear Down" fee will not be returned. If the lessee does not tear down early, the lessee may use the "Early Tear Down" fee (\$100) as a deposit to secure space for the next year. If lessee leaves a deposit and does not participate the next year the lessee forfeits the deposit.
23. **Removal of Property.** All property and equipment of the lessee shall be removed from the festival grounds no later than 11:00 P.M. Sunday following the close of the festival. Failure to remove property and equipment shall make said property and equipment subject to storage charges. The agent reserves the right to relocate property and equipment to a designated storage area.
24. **Emergency Closing.** In case of emergency, the agent reserves the right to close any lessee and limit operations when such actions are deemed necessary for the public health, safety, and welfare.
25. **Cancellation of the Festival.** If the agent cancels the festival due to circumstances beyond the reasonable control of the agent such as; Acts of "God", Acts of War, or governmental emergency, the agent shall refund to each lessee its exhibit space rental payment previously paid, minus a share of costs and expenses incurred in full satisfaction of all liabilities.
26. **General Liability Insurance.** Each lessee is required to provide proof of Certificate of Insurance. General Liability Insurance must show the following; combined single limit of liability in the amounts of \$1,000,000.00 per occurrence/\$2,000,000.00 general aggregate. Lessee must list additional insures as; Swartz Creek Hometown Days, its Directors, Staff, Volunteers, City of Swartz Creek and William Kincaid. A copy of General Liability insurance must be supplied to SCHD before arriving at the festival or the lessee must sign a Release and Waiver of Liability and Indemnity Agreement before setting up.