



VENDOR APPLICATION

August 31st – September 2, 2018

Adado Riverfront Park, Downtown Lansing, MI

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed)

Company Name: _____

Contact Name: _____ Phone: _____ Fax: _____

Address: _____ City _____ State _____ Zip _____

Email: _____ Website: _____

Non-profit Federal ID#: _____ 501©3 Status: ___ Yes ___ No

Festival Hours: Fri. – 4 p.m. – 10 p.m. Sat. 2 pm – 10 p.m. Sun.: 2 pm – 10 p.m.

of Employees passes needed for each day: Fri. _____ Sat. _____ Sun. _____

BOOTH INFORMATION (Must bring your own tent, chairs, signage and lighting) _____

Non-Profit (501c3) 10 x 10 = \$100

_____ New Entrepreneur Zone - \$100 (shared space under 20 x 10 tent – table and chair included)

_____ Merchant Vendor – 10 x 10= \$300

_____ Food/Snack Vendor – 10 x 10 = \$350

_____ Commercial/Food Trucks Vendor – 10 x 20 = (Call for price)

_____ Franchise Vendor – 20'x20' = (call for price)

Additional Space (Can be used for vending or seating area for customers, etc.)

_____ 10' x 10' = Call for price _____ 10' x 20' = Call for price

Food Vendors – Electrical fees per day- Standard Electrical Hook-up - \$25 and Special Plug Hookup - \$35

Total Amount _____

Deposit (50%) _____ (Deposits are non-refundable & due with application on or before July 25, 2018 and balance by August 15, 2018 to P.O. Box 80542, Lansing, MI 48908) Payment Method:

_____ Cash _____ Credit Card _____ PayPal _____ Check (Michigan Chicken Wing Festival)

Card Number _____ Exp. Date _____ Security Code: _____

Cardholder's name: _____ Signature: _____



**MERCHANDISE/FOOD VENDORS LIST OF ALL ITEMS
BEING SOLD & PRICE**

Must be approved by MCWF Management

NO DRINK VENDING IS ALLOWED (Water, Pop, Tea, etc.)

1. _____ 7. _____

2. _____ 8. _____

3. _____ 9. _____

4. _____ 10. _____

5. _____ 11. _____

6. _____ 12. _____

Note: Please return this form immediately, prior to submitting your completed Vendor Application. Email to: csmcj56@aol.com or mail them to P.O. Box 80542, Lansing, MI 48908. If you need to make changes to your item list, please contact Committee 3 weeks prior to Vending.

Festival Committee Only

Approval Items # _____

Committee Representative Signature: _____

Approval Date: _____



2018 RULES AND REGULATIONS

Friday – August 31st - Sunday – September 2nd

Sales

You will be responsible for paying any necessary insurance and workmen's compensation. If you do not have a business license to do business in Lansing, MI,

All business or other activity, for which the Vendor has rented space, must be conducted within the booth space only. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival grounds.

We will need to pre-approve the items you would like to sell or distribute. Only approved items listed on your information sheet may be sold at MCWF. Any items that have not had prior approval that are found at MCWF will be cause for immediate dismissal at the Event Coordinators' discretion. Booth fees will not be refunded under any circumstance. Food or Merchandise sales, including distribution, and/or sampling, of any kind is strictly forbidden unless preapproved. **MCWF and its concessionaires will handle all beverage sales.**

- No items related to illegal substances may be displayed or sold.
- All vendors are responsible for cleanup of their area and exhibits.

Consumption of alcoholic beverages by Exhibitors at their booth is strictly prohibited.

Food/Snack Vendor Conditions

In order to obtain the rights to produce and sell (Food Authorized by MCWF) products and related items at MCWF, you agree to pay MCWF vendor fees.

Requirements:

Copy of Menu - approved by MCWF

Copy of Merchandise List – approved by MCWF

Copy of Health Permit Posted at your Booth for Public View



Additional Food Vendor Conditions

- You must provide trash receptacles adjacent to your booth and are responsible for keeping the area surrounding your booth free of garbage before, during, and after the event.

The Fire Department requires that all Food Vendors are set up and ready for inspection by (TBA).

- Ingham County Health Department requires that all Food Vendors provide appropriate cleaning materials as well as a hand washing setup. Running water is not provided on the grounds of the festival.

- You must apply for and display necessary health and fire permits.

Additional Fees:

- Exhibitors may be charged an additional fee at management discretion, for, but not limited to, failure to show, late arrival, early leaving, and violation of the rules of the event, unauthorized sales, unattended booths, and driving vehicles on the grounds during hours of operation.
- If you are a Food Vendor and have an electricity and water and you did not pay the additional fees, you will be charged at the time of the event.
- If you're a food vendor and need electricity, there is a \$25 charge for standard hook-up. Additional sizes are available for a fee of \$35 charge, we must be notified of your electrical needs no later than August 1, 2018. If you did not complete the form (NEMA Chart) and return it with your Vendor Application.

ELECTRICAL PLUG CHART (NEMA Chart)

A NEMA Chart is available on the website at www.michiganchickenwingfestival.com select your electrical plug and place your NEMA # on space available and email the form to csmcj56@aol.com or mail to 517 Heather Ln, Lansing, MI.

NOTE: No generators are allowed in the park

If you would like a copy mailed or email to you, please send an email to csmcj56@aol.com.



Festival Set-up

MCWF will supply the following:

- Exhibit space as per your agreement with MCWF.
- All electrical power & water (fee required for electrical)

Exhibitor needs to supply: Tents, tables and chairs

- Booth signage and/or banners
- You may bring in an ice chest for your own personal consumption of food and/or beverage, however, the ice chest is subject to search by the Lansing Police Department or MCWF Security at any time.

Load-in: Friday – August 31, 2018 - 8:30 am – 11:30 am. All vendors must enter at Grand Avenue and Shiawassee Streets only and check in with Vendor Coordinator, Shirley M. Carter-Powell or a Festival Representative at the festival information booth. You will be directed to your booth space and given your Vendor IDs at that time. Each domestic 10x10 Merchant booth space will receive 4 Vendor IDs and Commercial Vendors will receive 10 Vendor IDs. Each Food Vendor booth will receive 8 Vendor IDs. Additional passes may be available at the management's discretion. Please contact us if you need to make other arrangements at 517-303-1817.

Once you have finished loading-in you are required to park your vehicles offsite. You may leave the grounds after you have set up your booth if you would like, but you must return by 3 p.m. If you return after 3:00 pm, you may have to stand in line to gain admittance. We will open the gates at 3:30 pm. on Friday and 2:00 p.m. Saturday and Sunday.

The Health Department will be conducting an inspection of Food Vendors beginning at assigned time. All food booths set-up must be complete by 1:00 pm for inspection. All vehicles must be off the park lawn by 12:00 noon.

For the Safety of the Public, Exhibitors/Vendors may not dismantle or leave their assigned space until after the closing time of 11:00 p.m. on Sunday – September 2nd. All load-out must be done after the event closes at 11:00 p.m. on September 2, 2018 and is subject to the timeframe of Security. Vehicles may not be brought back onto the park lawn until after 11 p.m. and permission by the Lansing Police Department has been given and all attendees have exited.



LETTER OF AGREEMENT & LIABILITY RELEASE

_____ (Hereinafter referred to as Vendor) agrees to

Serve as a Vendor at MCWF, on August 31 – September 2, 2018 in Adado Riverfront Park.

Against All Odds Foundation, the producers of the 2018 Michigan Chicken Wing Festival (hereinafter referred to as Producer). Vendor agrees to the following conditions:

RELEASE, WAIVER, AND DISCHARGE OF ALL LIABILITY

In addition, and in further consideration of Vendor being permitted to enter and participate in MCWF, Vendor hereby releases and forever waives and discharges the Producer of MCWF from all responsibility for any and all rights, claims, actions, causes of actions demands, damages, costs or judgments, medical expenses, liabilities, attorneys' fees and legal costs or other compensation whatsoever, whether known or unknown, and specifically including any claims based upon any alleged negligent acts or omissions by the Producers, that Vendor now has or that hereafter accrue to Vendor arising out of or related to Vendors entry or participation in MCWF. This release, waiver and discharge are binding on Vendor heir's assigns, executors, administrators and representatives.

INDEMNIFY AND HOLD HARMLESS

Vendor assumes responsibility for and agrees to indemnify and hold harmless the Producers against any and all losses, including judgments, damages, costs, expenses and attorneys' fees, directly or indirectly related to any claim, demand or cause of action arising out of or related to Vendors participation in MCWF, on August 31 – September 2, 2018.

TAXES

All persons furnished by Vendor shall be considered Vendors employees or agents and shall be responsible for payment of all wages, unemployment, social security and other payroll taxes, including contributions from them when required by law.

I have read this entire agreement and vendor package and agree to all of the terms and conditions stated within. In witness whereof, I have caused my signature to be affixed to this document.

Print Name

Signature

Business Name

Phone Number

Please email signed Letter of Agreement and Liability Release to csmcj56@aol.com by August 1, 2018