



# Center Line Independence Festival Direct Market Vendor Application 2020

- Where:** Center Line Recreation Center  
25355 Lawrence, Center Line, MI. 48015
- When:** Friday, Saturday & Sunday - June 5, 6, 7 (rain or shine)  
Friday June 5<sup>th</sup> from 2:00 pm to 11:00 pm  
Saturday June 6<sup>th</sup> from 11:00 am to 11:00 pm  
Sunday June 7<sup>th</sup> from Noon to 6:00 pm
- Deadline:** All applications must be submitted by **May 8, 2020**
- Vendor Space:** Booth space is limited to a single 10"x10" booth (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain and other inclement weather. Come prepared for all types of weather. You must secure your booth in case of windy conditions. All items being sold or displayed must be contained within booth space.
- Weather:** The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand weather.
- Certificate of Insurance:** A current Certificate of Insurance is required for all vendors naming the City of Center Line as an additional insured. Certificate of Insurance is required before set-up.
- Requirements:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.
- Contact:** Shawn Massaria – Festival Vendor Coordinator  
Phone: 586-757-1610  
Email: [smassaria@centerline.gov](mailto:smassaria@centerline.gov)  
Mailing Address: Center Line Recreation Center  
25355 Lawrence  
Center Line, MI 48015
- Application Checklist:** Please mail or email the following items for approval:
- Application
  - Payment
  - Items you will be selling
  - Affirmation & Liability Release
  - Certificate of Insurance
  - Photo of your booth/any high-quality photos for our website and advertising

# KEEP THIS COVER SHEET FOR YOUR INFORMATION FESTIVAL PROCEDURES, CONDITIONS & RATES

## General Information

This document contains pertinent rules and regulations that govern the operations of the Center Line Independence Festival. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **May 8, 2020** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully accepted application and type of product/item. The Center Line Independence Festival strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

## Procedures

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. A photograph and detailed description of products/items to be sold is required for vendors who have never participated at any Center Line Independence Festival (photo may be emailed to [smassaria@centerline.gov](mailto:smassaria@centerline.gov)).
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. **\$300.00** vendor fee with a complete and signed application by May 8, 2020. **If vendor fee is not paid by May 8, 2020, vendor fee will be \$350.00.** If you are not accepted for the Festival you will receive a phone call and your check will be returned to you.
4. Certificate of Insurance naming the **City of Center Line** and **Center Line Independence Festival** as an additional insured.

## Conditions

1. All locations will be assigned by CL staff. While written location requests will be considered, placement will be at the sole discretion of CL staff.
2. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, **vehicles will not be permitted at event site.** Vehicles will be removed immediately when asked to be by CL staff.
3. For the safety of the festival's attendees, vehicles are **not allowed** to move onto or within the site during operating hours or during a window before and after scheduled events when attendees arrive and depart.
4. The City of Center Line and the Independence Festival will provide day and evening security, but exhibitor/concessionaire agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.
5. Vendors may not dismantle or remove booths before 6:30 p.m. on Sunday, June 7, 2020.
6. Be aware that pedestrians will still be present on Festival grounds during tear-down.
7. Vendors **must** take home their entire booths – including mats, tent, storage containers, and decorations.
8. Any vendors failing to completely clean up their booth areas must pay a clean-up fee of **\$100.00.**

## Set Up

1. You **MUST** arrive and be prepared for business by 2 pm on Friday, June 5, 2020.
2. If you are vending from a tent, you **MUST** arrive for set up before noon on Friday June 5, 2020.
3. A limited number of electrical hook ups will be available (SEE Application). Vendor agrees to hold the City of Center Line and the Center Line Independence Festival and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

Nature of goods to be sold: \_\_\_\_\_

Were you a vendor last year / Do you want the same space: \_\_\_\_\_

Number of vehicle's passes (max 2): \_\_\_\_\_ Anticipated date & time of set-up: \_\_\_\_\_

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: \_\_\_\_\_

The deadline is May 8, 2020. Vendor hereby request permission to display and sell the products and/or services listed above. Further, the Center Line Independence Festival, and the City of Center Line reserves the right to approve any product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with CENTER LINE INDPENDENCE FESTIVAL general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing.

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

Please Print Name: \_\_\_\_\_

The above names had read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

The City of Center Line, reserves the right to refuse any application. Submission of this application does not guarantee a space.

## CENTER LINE INDEPENCE FESTIVAL

\_\_\_\_\_ **10'x10' Vendor Space**

\$350.00 if paid after May 8, 2020

\$300 = \$ \_\_\_\_\_

**Total Amount Enclosed**

= \$ \_\_\_\_\_

**PAY BY CHECK**

Please make all checks payable to **Center Line Festival Foundation.**

**Mail to:**

Center Line Recreation Center  
25355 Lawrence  
Center Line, MI. 48015  
ATTN: Festival Committee

**City of Center Line Independence Festival 2020  
Vendor Liability Waiver**

I \_\_\_\_\_ (please print full name clearly), the undersigned, acknowledge and agree that:

1. I submitted a Direct Market Vendor Application for the City of Center Line Independence Festival 2020 and understand that a Liability Waiver is required as part of the application process.

2. I fully understand that by participating in the Center Line Independence Festival 2020 I may cause property damage and/or physical injury to myself or others, including but not limited to serious bodily injury, permanent disability, or death. I am fully aware of the risks and hazards involved with my participation and freely and voluntarily assume all risks, both known and unknown, even if arising from the negligence or alleged negligence of the Releasees named below.

3. I acknowledge and understand that the City of Center Line is immune from liability to the extent provided by Michigan law.

4. I, for myself and on behalf of my heirs, estate, assigns, personal representatives and next of kin, hereby knowingly and voluntarily, unconditionally and absolutely, waive, release, and discharge any and all past, present, and future claims, liabilities, costs, expenses, demands, and causes of action against the City of Center Line, its departments, employees, officers, representatives, and agents ("Releasees") that are in any way related to my participation in the City of Center Line's Independent Festival 2020. I intend this waiver, to the maximum extent permitted by law, to be effective even if my injuries are caused by a negligent act or omission of Releasees.

5. I agree to indemnify, defend, and hold harmless Releasees from all liability, claims, demands, causes of action, costs, expenses, and attorney fees (including attorney fees to establish the Releasees' right to indemnification or incurred on appeal) resulting from or related to my actions.

**I HAVE READ THIS LIABILITY WAIVER, FULLY UNDERSTAND THE TERMS, AND HAVE SIGNED IT FREELY AND VOLUNTARILY AND WITHOUT ANY INDUCEMENT.**

X \_\_\_\_\_  
Vendor/Participant's Signature

\_\_\_\_\_  
Date Signed