



Center Line Independence Festival Food 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 5th from 2:00 pm to 11:00 pm
Saturday June 6th from 11:00 am to 11:00 pm
Sunday June 7th 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 truck or trailer 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 advertising must be secured to truck, trailer, tent. All items being sold or displayed must be contained within booth space.
- Electricity:** Limited generator hook-up available. Electrical arrangements **Must** be made prior to your arrival. 15 amp/110 amp only. Last minute electrical changes will not be accepted. All generators must be approved by Center Line DPW Department.
- 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
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
 - Food menu with pricing
 - Affirmation & Liability Release
 - Certificate of Insurance
 - Photo of your booth/any high-quality photos for our website and advertising
 - State of Michigan Food License

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 of the concession set-up 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).
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 food/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.**

Inspections

1. All vendor booths/food operations serving cooked items will be inspected by a Macomb County Health Inspector and a City of Center Line Fire Marshal.
2. Inspection schedule:
 - a. Macomb County Health Department: inspection will be conducted upon completion of set-up, no later than 2:00 pm on Friday, June 5, 2020.
 - b. Fire Marshal: All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected on Friday, June 5, 2020, or Saturday, June 6, 2020, and Sunday, June 7, 2020.
3. Vendors will not be permitted to begin their vending operations at the Festival until their food and vending operation has been inspected and determined to be in compliance with Macomb County Health Department regulations and Fire Code.

Set Up

1. If you are using a food truck, 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 2 pm on Friday June 5, 2020.
3. A limited number of electrical hook ups will be available (SEE Application). You can also use propane to run your booth during the day. 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.

Insurance Verification

Each exhibitor must provide the City of Center Line with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

The City of Center Line must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles / Exclusions added by Endorsement / Special Provision". There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitor and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation.

Menu & Signage

1. Only menu items approved by the Festival Committee and by the Macomb County Health Department may be sold at the Festival.
2. Vendors must list on their application **ALL** items they wish to sell. Items not listed and approved may not be sold and must be removed from vendor's booth.
3. In the interest of presenting as wide a selection of food and menu items as possible, the Festival office may limit a specific type of food or beverage item.
4. Vendors are not granted exclusive rights to sell any particular item.
5. All signs and displays must be of a professionally produced nature. All signs **must** be secured to the tent, truck, trailer. Prices of items must be displayed.
6. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspections of food operations by Michigan Health Department.
8. **Sales of Alcohol Will Be Reserved Exclusively for Center Line Independence Festival.** Center Line Independence Festival also reserves the right restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with CLIF to be the "official" vendor, such as: beer, wine, and Festival T-shirts.
9. Food/Concessionaires are not to begin removing their displays until Sunday at 6:00 p.m. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray: and concessionaires who leave early will not be invited to participate the following year.

CENTER LINE INDEPENDENCE FESTIVAL FOOD VENDOR APPLICATION

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 INDEPENDENCE FESTIVAL

1. **PROPOSED MENU OFFERINGS:** List the items you want to sell at the festival. Please try to be specific as possible and list projected selling prices. Any changes in menu must be submitted in advanced, I writing, and approved by the committee.
2. **REMINDER:** The sale of alcoholic beverages is strictly prohibited.

3. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

Please, if you have any food or menu related questions, call Shawn Massaria at 586-757-1610.
Your menu and pricing must be clearly labeled at your booth.

CENTER LINE INDEPENDENCE FESTIVAL

	Number of Spaces		
	\$350.00 if paid after May 8, 2020	\$300	=\$ _____
	Electricity (15 amp/110 amp only)	\$0	=\$ _____
	Extension cords & lights not provided Above 15 amps or 110 volts, (there will be a fee)		

Call Gary McKinney @ 586-758-8278

_____ **Water Hook-up** **\$0** = \$ _____

Total Amount Enclosed = \$ _____

_____ **Size of Space Needed**

Note: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. **Anything needed other than the 15 amp or 110 amp hookup will be at the vendors cost.**

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 Food 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 2019 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