



Festival of Fine Arts & Crafts

44th Annual Art in the Park
Lake Odessa, Michigan
August 4, 2018 9AM - 4PM

FOOD VENDOR RULES & APPLICATION



PLEASE READ THESE RULES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

GENERAL RULES & REGULATIONS

- All items to be sold in the food booth must be listed on the food vendor application and approved by the Lake Odessa Area Arts Commission ("LOAAC"). Upon approval and acceptance by the LOAAC, products and prices may not be changed.
- Each booth will be allowed to sell up to four (4) food items. Items being served as a plate/basket must list on the application the side items to be served along with the main item. The plate/basket will be counted as one food item. If side items are sold individually, they will be counted as one item. (Beverages sold in addition to food are not counted.)
- In an effort to maintain a balanced festival, we prefer not to duplicate food items. The LOAAC reserves the right to determine what constitutes a "duplicate" food item.
- Applications received from local non-profit/tax-exempt organizations on or before 5/1/2018 will be given preference during the approval process.
- Art in the Park is a family-friendly event and radical, disturbing displays or outbursts are inappropriate. **Vendors agree to conduct themselves in a respectful, cooperative manner when dealing with LOAAC staff, visitors, artists and other food vendors.** Any behavior deemed inappropriate by the LOAAC may result in expulsion.
- Overnight security will be provided on Friday, 8/3/18; however, vendors leave their items at their own risk. The LOAAC is not responsible for loss of items.
- All vendors must have a valid food permit or license. Non-profit organizations are encouraged to contact the Ionia County Health Department for a temporary food license, PH: (616) 527-5341. Health Department representatives will inspect booths during the event.
- The distribution of items containing religious, political or offensive material will not be permitted.
- Keeping pets in the park or in booth/exhibit areas is a public safety issue. Please make arrangements to provide comfortable accommodations for your pets away from the event.
- Smoking is not permitted in or immediately adjacent to food vendor booths, or within the food court tent.
- Prior acceptance as an Art in the Park food vendor does not guarantee future acceptance.

BOOTH SPACE

- Booth spaces will be assigned at the discretion of the Lake Odessa Area Arts Commission ("LOAAC").
- Vendors must supply their own canopy, tables, chairs and any additional supplies needed for the sale of their products, including paper/plastic serving products.

- Vendors must provide sufficient staffing in booth(s) for the full duration of the event. The LOAAC will not provide staffing.
- The LOAAC will not provide cash or change during the event.
- Each vendor must display signage clearly stating the organization they represent, the food items they will be selling, and the price for each item. All signs must be a minimum of 8 1/2" x 11".
- No unauthorized generators will be permitted. All electrical and/or water needs must be requested on your application.

FEES

Food Booth Fee:

- By 5/1/2018: \$75 for commercial/for-profit vendors; fee waived for non-profit/tax-exempt organizations. After 5/1/2018, \$25 late fee for ALL vendors (commercial/for-profit and non-profit/tax-exempt).
- If your application is not accepted, the booth and/or late fee will be returned.
- There will be NO REFUNDS in the event of cancellation due to inclement weather or other unforeseen circumstances.
- Subletting of booth space is NOT allowed without prior approval of the LOAAC.

Payments:

- Fees are accepted in the form of cash, check or money order.
- All fees are due with the application. Deposits will not be accepted. Payment must be received in full to secure booth space.
- An accepted application is a commitment to the festival and NO REFUNDS will be issued for cancellations.
- NSF checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed the NSF check and paid the NSF check fee of \$30.

Sales Tax:

- Vendors are responsible for the collection and payment of 6% Michigan sales tax. Any specific questions regarding this should be directed to the Michigan Department of Treasury at 517-636-6925.

FIRE EXTINGUISHERS

- All vendors who are cooking on site are required to provide at least one working fire extinguisher inside their booth.
- All vendors using propane are required to strictly comply with bottle safety standards and regularly monitor gas pressure.
- Any vendor causing a fire will be held responsible for any and all damage incurred to any property.

SANITATION & CLEAN-UP

Garbage/Trash/Grease:

- Vendors are to provide their own trash can and liners or trash bags for the disposal of boxes, trash and food waste. Please do NOT use park trash barrels, as these are intended for the use of guests.
- A dumpster will be located in the southeast corner of the park for convenient disposal of all debris.

- Vendors using grease or cooking oil are responsible for providing their own covered metal waste containers for that purpose. **Absolutely NO dumping of grease/oil will be permitted in park trash barrels or on the ground. Violators will be assessed a \$200 fine and they will not be accepted into future events.**

Gray Water (Waste Water):

- Specially marked barrels will be available for the disposal of gray water. Gray water must not be dumped on the ground or in park toilets.

General Cleanliness:

- All food vendor areas will be inspected for cleanliness during the event and upon tear-down at the end of the event. Absolutely nothing is to be left behind on departure, i.e., grease, boxes, trash bags, etc. **Vendors who fail to properly clean their booth area will be assessed a \$100 clean-up fee and they will not be accepted into future events.**
- Vendors are NOT to move the trash barrels located in public areas of the Village Park, as these are intended for use by the general public.

REGISTRATION, SET-UP & PARKING

Registration & Set-Up:

- Vendors are required to check-in at the Registration Booth prior to set-up.
- Vendors may unload and set up on Friday, 8/3/18 from 6 PM to 8 PM, or Saturday, 8/4/18, from 6 AM to 8 AM.
- Food vendors must be completely unloaded a vehicles parked by 8 AM on Saturday, 8/4/18. Booths must be set up and ready to sell by 8:30 AM.

Parking:

- To prevent damage to trees and turf, driving or parking in the park is strictly prohibited, except upon advance written permission from the Village of Lake Odessa. Contact the LOAAC for more information.
- Upon checking in, vendors will receive one parking pass and other important information for the event. Vendor parking will be provided at designated locations.

Tear-Down:

- Vendors must keep their booths open for the duration of Art in the Park on Saturday, 8/4/18, from 9 AM to 4 PM. Vendors who leave or tear down prior to the close of the event will not be accepted into future events.
- Tear-down will be on Saturday, 8/4/18 from 4 PM to 6 PM. Tear-down and clean-up of booth areas must be completed by 6 PM.

We are confident you will understand and abide by these rules, which we feel are necessary to produce a top-quality show. However, if you feel that you cannot or will not comply with any rule(s), please refrain from applying. Violation of any of these rules is a basis for expulsion and/or rejection from future events.

If you are applying to be a food vendor, please keep these rules for your reference.

www.LakeOdessaArts.com info@LakeOdessaArts.com
Janet Thomas, Food Vendor Coordinator: (616) 902-0620

FOOD VENDOR APPLICATION

44TH ANNUAL ART IN THE PARK

AUGUST 4, 2018 9 AM - 4 PM

Lake Odessa, MI

OFFICE USE ONLY

Date Received: _____ Profit/Non-Profit

Cash/Check/MO # _____

NSF \$25 Late \$25 Total: \$ _____

Electricity Water

APPLICATION DEADLINE: MAY 1, 2018 - 5:00 P.M.

VENDOR INFORMATION

Organization/Business Name(s): _____

Contact Name: _____

Street Address: _____

City/State/Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail: _____

Website: _____

Facebook page: _____

Are you a non-profit or tax-exempt organization? Yes No

BOOTH SPACE

Booth spaces measure 11' wide x 11' deep. Please indicate the dimensions of the space you are requesting.

Single booth (11' W x 11' D) Double booth (22' W x 11' D) Other: _____' W x _____' D

ELECTRICAL

Number of 110 outlets needed: _____	List amperage for each:				
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Number of 220 outlets needed: _____	List amperage for each:				
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I have _____ feet of cord. I do not need electricity.

WATER

I will need one (1) water hook-up AND have _____ feet of hose. I do not need a water hook-up.

SET-UP

Desired set-up time: Friday, Aug. 3 (6-8 PM) Saturday, Aug. 4 (6-8 AM)

FOOD ITEMS (Limit: 4)

Indicate with an "X," **up to a maximum of four (4)**, the food items you wish to serve, with prices. Baskets/dinners with included sides count as one item. (** Please list the included sides on the back of this form.) If an item you wish to sell is not listed, please add it to "Other." Menu choices will be awarded on a first-come/first-serve basis. We will contact you if one or more of your chosen categories have already been awarded to another vendor.

Main Menu Food Items

Item	Price	Item	Price
BBQ <input type="checkbox"/> Chicken <input type="checkbox"/> Rib (Basket/Dinner)**		Corn on the Cob	
BBQ Chicken Sandwich		Deli Sandwich	
BBQ Pork Sandwich		Deep fried vegetables	
Beef Wrap		Fish (Basket/Dinner)**	
Bratwurst		Fish sandwich	
Breakfast plate** (i.e. pancakes & sausage)		<input type="checkbox"/> French Fries <input type="checkbox"/> Sweet potato fries	
Burger		Hotdog	
Burrito		Italian/Polish sausage dog	
Cheese Fries		Kabobs	
Chicken Sandwich		Nachos	
Chicken Tenders		Philly Steak Sandwich	
Chicken Wings		<input type="checkbox"/> Pizza <input type="checkbox"/> Breakfast pizza	
Chicken Wrap		Salad	
Chili Cheese Fries		Walking Taco	
Chili Dog		Other: (describe)	
Corn Dog			

Snack Food Items

Apple dumplings		<input type="checkbox"/> Ice cream <input type="checkbox"/> Ice cream sundae	
Candied apples		Popcorn	
Caramel apples		Pie	
Caramel corn / Kettle corn		Pie ala mode	
<input type="checkbox"/> Cookies <input type="checkbox"/> Brownies		Pretzels	
Cotton candy		Roasted nuts	
Elephant ears		Slushies	
Floats		Smoothies	
Fresh fruit		Snow cones	
Funnel cakes		Strawberry shortcake	
Funnel fries		Other: (describe)	
Ice cream <input type="checkbox"/> cone <input type="checkbox"/> sandwich			

BEVERAGES

Indicate with an "X" the beverages you wish to serve, with prices. If a beverage is not listed, please add it to "Other."

Item	Price	Item	Price
Bottled/canned pop		Iced Tea	
Bottled water		Lemonade	
Cappuccino/Coffee		Other: (describe)	
Energy Drinks			
Fresh-Squeezed Lemonade			

		FEE*	
		For-Profit / Commercial Vendor	Non-Profit / Tax-Exempt Vendor
Delivered or postmarked by May 1, 2017:	\$75*	\$75.00	-0-
(Late fee) After May 1, 2017:	Add \$25**	+	+
TOTAL:		=	=

*\$75 fee waived for non-profit or tax-exempt organizations.
 **\$25 late fee for ALL applications submitted after 5/1/18 deadline.

Make check payable to "Lake Odessa Area Arts Commission." Indicate "Food Vendor" in memo line.

**Submit application and fee to: Lake Odessa Area Arts Commission
 839 Fourth Avenue
 Lake Odessa, MI 48849**

Release: I have read and agree to abide by the 2018 Food Vendor Rules. By signing this form, I fully and forever release the Village of Lake Odessa and the Lake Odessa Area Arts Commission, its agents and volunteers, from any and all causes of action, claims and demands of any nature whatsoever arising out of this event.

Date: _____ Signature: _____

Printed Name: _____

(Please remember to make a copy for your records.)

Application Deadline: Monday, May 1, 2018 - 5:00 p.m.

Questions? Contact Janet Thomas
 Phone: (616) 902-0620
 E-Mail: info@LakeOdessaArts.com