



**2016 Kid Vendor/Non Profit Guidelines**  
**July 15, 16 & 17**  
**Friday/Saturday 10am to 10pm**  
**Sunday 12pm to 5pm**



***Please keep a copy of this document for your records***

### **Application Process**

This year we are offering vendors the option to choose which zone of the Festival they wish to be in. Please see attached map for zone placement. If you wish to be in Crafters row, you **will be juried and must submit a \$25 application fee.** **Space is limited in each zone and is based on first come, first served.** **Please indicate a second choice. Your first choice is not guaranteed. Fee is based on three day participation.** Prices are based on a 10x10 space. Please be sure to return signed application, signed rules of participation and payment by **April 1, 2016**. If space remains after deadline, applicants may still be considered. Booth fees will be returned if you are not accepted. If accepted, fees are **NON-REFUNDABLE**.

### **Fees/Booth Space**

**Zone A Booth fee is \$250** per 10'x10' space if postmarked by April 1st. The fee is \$300 after April 1st.  
**Zone B Booth fee is \$150** per 10'x10' space if postmarked by April 1st. The fee is \$250 after April 1st.  
**Crafters Row Booth fee is \$250** per 10'x10' space if postmarked by April 1st. The fee is \$300 after April 1st. Crafters Row also requires an application fee of \$25. Fee is based on three day participation. A fee of \$50.00 will be charged for returned checks. Repayment may only be made by money order or certified check. ***Please make checks payable to: Greater Farmington Area Chamber of Commerce. American Express, Discover, Mastercard & Visa payment are accepted.***

### **Vendor Requirements**

Exhibitors will not be allowed to vend or solicit any activity that is not specifically detailed in the application. Exhibitors must also stay within the confines of their booth area. Please understand that by sending your application you agree to be at the show all days for the times stated. For the safety of everyone, you will not be allowed to enter the Vendor areas with any vehicle during show hours. You will be able to restock your booth before and after show hours.

### **RULES**

1. Exhibitors are responsible for supplying adequate supplies to operate their booth. This includes, but not limited to: tent, tables, extension cord/power strips, chairs and signage. You must have your tent and other display items properly weighted and with proper electrical hook-ups. Festival staff will check to insure your tent is secure. Stakes are prohibited.
2. All entrants must keep their area clean and sanitary. Trash must be kept in bags or containers. All bags must be sealed and placed in a designated area at the close of each day's operation.
3. All entrants agree to obtain and pay for all necessary permits, including work permits for minors and licenses (including Sales Tax and Use Tax) if applicable, prior to the start of their activity. Any expenses incurred for such permits or licenses shall be in addition to fees paid to the Greater Farmington Area Chamber of Commerce, on behalf of the Greater Farmington Founders Festival.
4. All entrants into the Festival agree to provide, at all times during the Festival, the presence of an authorized representative who will make changes in the operation as may be directed by an official of the Festival committee.
5. **INSURANCE:** All entrants into the Festival shall secure proof of liability insurance coverage for the term of the Festival in an amount of not less than \$500,000 per person and \$1 million per occurrence. The Greater Farmington Area Chamber of Commerce, on behalf of the Greater Farmington Founders Festival and its offi-

cers, agents and employees must be named as additional insured. *A copy of the proof of insurance must accompany this application.*

6. All entrants into the Festival agree to RELEASE, FOREVER DISCHARGE, INDEMNIFY AND HOLD HARMLESS the Greater Farmington Area Chamber of Commerce, on behalf of the Greater Farmington Founders Festival, its officers, agents, employees and assigns from any cause of action, whatsoever, or any damage caused to persons or property and they agree to assume full responsibility for the same.

7. All entrants into the Festival agree that there is to be absolutely no sub-contracting of space or adding of items that are not specifically listed in this application. If in doubt, consult with an authorized Festival representative.

8. Vending / solicitation outside of entrant's allocated area or along the parade route by entrants WILL NOT be permitted.

9. Set-up day is Thursday, July 14. Time will be determined and emailed to all vendors prior to July 14th. Volunteers will be on site to direct you to your location. All vehicles, except during loading and unloading, must be parked away from the area of operation. Entrants will not be allowed to work from the tailgate of any vehicle or use a parking space adjacent to or in the near vicinity of the allocated space for the operation of their activity. Vehicles used by entrants must be parked in designated parking areas. Please note: Exhibitors will not be permitted to set-up or tear down during Festival hours of operation.

10. All fees are to be paid in full and submitted with this application. If this application is not approved, fees will be refunded. This application embodies the entire agreement between the parties and there shall be no oral or other agreements existing between parties relating to this transaction, which are not expressly set forth herein. This agreement may not be modified except in writing and approved by a Festival representative.

---

**Signature**

---

**Date**

---

**Name**

---

**Address**

---

**Phone**

---

**Email**

**Greater Farmington Founders Festival 33425 Grand River Ave., Ste. 101, Farmington, MI 48335**

**Phone: 248-919-6917 Fax: 248-919-6921**

**Festival@gfachamber.com**

**wwwFOUNDERSFestival.com**