

Downtown Cadillac Association
APPLICATION / CONTRACT FORM – PRODUCT VENDOR

EVENT NAME: _____ **Back to the Bricks – Cruise Cadillac** _____

Organization Name: _____

Michigan Sales Tax#: _____ Non-Profit # _____

Person in Charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _(____) _____ Fax Number: _____

E-mail Address: _____

Type of Product or Service you will Provide *(please offer a full description, so we can properly place you):*

Electric hook-up is limited, first come, first serve basis:

Electric hook-up, please note type of equipment & quantity of hook-ups needed (see Electric Rules)

- Fee: \$ 25.00 Equipment: _____ 220 110
- Fee: \$ _____ .00 Equipment: _____ 220 110
- Fee: \$ _____ .00 Equipment: _____ 220 110

Space Requirements & Vendor Fee:

Vendor fee is payable with application, it will be refunded if not accepted.

Space requirements are in increments of 10'x 10, and location is dependent on availability.

_____ 10x10' space fee is \$ 150 _____ .00, payable with application in the form of a check written to DCA.

Deadline for application is May 19, 2017 _____. There will be no REFUNDS once accepted. Space will be contracted when the Application fee is deposited, a confirmation will be sent with set-up instructions. See rules below.

VENDOR RULES & GUIDELINES

Proof of Insurance. No vendor insurance is provided by the Event Organizer(s). Please include **general liability insurance** a certificate of insurance verifying that you have at least a \$1,000,000 general liability policy. Vendors not carrying their own General Liability must sign a waiver to attend any DCA event. Proof of Insurance can be faxed to 231-779-5933 with a cover sheet indicating which event it is corresponding to. Waivers can be obtained at <http://www.cadillacmichigan.com/cafe-97/> and must be submitted with this application. The Event Organizers shall NOT be liable for loss or damage to exhibits or their contents or for any injuries to exhibitors.

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Assumption of RISK. All vendors participating DO SO AT THEIR OWN RISK. The assumption of risk includes that associated with wind, rain, hail, lighting, floods, snow, and all other acts of God. Damage to property, illness or injury by vandals, fellow participants or sponsors are at the vendors own risk. The Event Organizers, City of Cadillac, sponsors, agents and volunteers shall NOT BE LIABLE for any damages to or loss of property or injury to persons, or loss of goods. There is no guarantee of placement or product sales.

Hold Harmless Agreement/ Release of Liability. In consideration of the Event Organizer and the City of Cadillac permitting me to participate in this event, hereby assume all risk and liability out of my participation in this event. I also agree to hold harmless and indemnify the event committee, DCA, the City of Cadillac, participating sponsors, property owners, elected officials, agents, employees and volunteers from all liability or responsibility whatsoever for the injury (including death) to persons, and for any damage to property arising out of, or resulting from my participation, in this event. I further hereby remise, indemnify, agree to defend, pay on behalf, release and forever discharge said event committee, DCA, the City of Cadillac, participating sponsors, property owners, elected officials, agents, employees and volunteers from any and all claims, demands and liabilities resulting or arising directly or indirectly out of my participation in the event.

Electric & Water Rules. All vendors are on a first come first serve basis, there is limited access to water and electric in the area. All vendors are required to bring with them at least 100 feet of hose and electrical cords.

Vendor Conduct. The professionalism of our vendors reflects on our event, please provide well trained and respectful service providers to work our event. If vendors are found to be consuming alcoholic beverages, selling illegal product or other, your business will be immediately shut down, you will be asked to leave the area, and you will be required to remove your equipment after the close of the event that day.

Rule Violations. Any violation of these rules will be cause for immediate dismissal by the Event Chair, Vendor Chair or Executive Director of DCA from the event and all monies paid will be forfeited.

If you have digital photos of your business, please e-mail it to the event contact below at least 2 weeks prior to the event to be added to our promotional efforts.

I have read, agreed to and understand all rules & policy information as outlined above and specific to this event as noted below..

Authorized Signature: _____ Date: _____

Print Name: _____

Send signed form, payment and copy of Certificate of Insurance to:

Downtown Cadillac Association (CAFÉ is a 501C6 Nonprofit Organization)
201 N. Mitchell Street, Suite 103, Cadillac, MI 49601

Please provide proof of Insurance no less than 30 days prior to the event, NAME as additional insured is 'Downtown Cadillac Association, 201 N. Mitchell Street, Cadillac'.

Proof of Insurance can be faxed to 231-779-5933

Please make a copy for your own records ----- See event details for set-up and tear-down specifics

Cadillac Area Festivals & Events

APPLICATION / CONTRACT FORM – FOOD & VENDOR

EVENT SPECIFIC INFORMATION

1. EVENT NAME: Back to the Bricks – Cruise Cadillac
2. Event Location: Cadillac City Park, approximately at 100 North Lake Street, Cadillac, MI 49601
3. Event Dates:
 - Event Date: June 10 Open Time: 10:00am Close Time: after 5pm
 - Event Date: June 11 Open Time: 9:00am Close Time: after 5pm
4. Vendors may contact the following people for event related questions:
 - a. Main Vendor Contact: Scott Dunlop, 231-306-3819, scott.dunlop@bpmfg.com
 - b. Supplemental Contact: Joy VanDrie, 231-920-5189, jvandrie@cadillacmichigan.com
 - c. Supplemental Contact: name, cell, e-mail
5. Vendor Space placement:
 - a. **Application DEADLINE is: 05 / 19 / 17** please mail all correspondence to 201 N. Mitchell Street, or e-mail directly to the main contact above.
 - b. Vendor Set-up is on 6 / 10 / 17 @ 8:00 am - 10:00 am
 - c. Vendor Tear-Down is on 6 / 11 / 17 @ 5:00 pm - 7:00 pm
 - d. NO wheeled vehicles or trailers are allowed on the grass at any time.
 - e. You are to sell your product within the area you are renting, no walking solicitation.
 - f. Trash receptacles are available throughout the park, please use them.
 - g. Picnic Tables are for the use of the public only.
6. Electric:
 - a. Please bring at least 100-150 ft of the correct gauge wire and grounded extensions cords.
 - b. Please make sure you have checked in to obtain a colored marker for your cords, cords connected without markers will be unplugged.
 - c. All electric cords that run across walking areas must be covered or taped to the ground.
 - d. Use of generators is allowed, but must be kept away from the public in an approved location.
7. Water:
 - a. You must supply your own hose of approximately 200'. Limited access.
 - b. Vendors are responsible for any leaks resulting in faulty hoses, and leaks must be fixed promptly.
8. Booth Maintenance & Responsibility:
 - a. You must keep your booth clean at all times.
 - b. There may be a charge to clean your booth if the festival committee has to clean your space.
 - c. It is your responsibility to remove all hazards from the area (ie. Hoses, cords, ropes, etc.)
9. Deliveries/ Vehicle Traffic/ Departures
 - a. Vendor vehicles will not be allowed in the parking area close to the event, this is for event patrons only. Please see other public parking spaces available on event parking map.
 - b. Arrangements must be made in advance to set-up early, or tear-down late.
 - c. All deliveries coming in after the festival opens must be brought in by hand, no carts.
 - d. Early departures are not allowed except when deemed by the festival organizers.
10. Wifi is not currently available in the City Park, please provide your own cellular service for Credit Cards.