



2016 VENDOR POLICIES & PROCEDURES

FESTIVAL INFORMATION:

The International SummerFest will take place on **Saturday, August 13, in McCamly Park, from 11:00 a.m. to 8:00 p.m.** Festival activities include entertainment, vendors and children's activities. The vendors will operate from 11:00 a.m. – 8:00 p.m. The event is held rain or shine!

APPLICATION DEADLINE & VENDOR FEES:

All applications must be submitted by July 29, 2016. The vendor fee for a 10'x10' space is \$35. Non-profit organizations are **NOT** required to pay the \$35 vendor fee. Non-profits must attach proof of non-profit status to your application. All applicants must include a check or money order for payment of the total vendor fee. Please make checks or money order payable to the International SummerFest/BCCF. No refunds will be honored.

RESTRICTIONS:

Any food vendor must comply with the Calhoun County Health Department regulations and obtain the appropriate permits and/or licenses. Vendors are not allowed to "rove" with their merchandise at any time. The Festival Committee reserves the right to restrict any activities that interfere with public access and/or festival programming. The Festival does not provide for "exclusive" rights of products.

SET-UP & TAKE DOWN:

Vendors may set-up at any time before 11:00 a.m., on August 13th. However, set-up must be completed by 11:00 a.m. **Vendors park in the Parking Lot on the north side of Van Buren Street entering off of Champion Street or Van Buren Street. You will be required to bring your items across the street into McCamly Park.** A Festival Official and volunteers will be on-site to assist and direct you to your vendor space. All equipment used in operating a booth during the event will be the responsibility of the vendor, including canopies, tables, chairs, and any other booth furnishings. **Some electricity is located in the Park, but cannot be guaranteed. Additionally, because of sprinkler systems within the Park all tents must be secured by sandbags or other weights that will not be staked in the ground.** All vendor locations will be assigned at the discretion of the Festival Official. Booth sizes are 10' x 10'. **Vendors may close their booths beginning at 7:00 p.m.** All booths should be closed and items removed by 9:00 p.m. Please make sure all trash and booth items are removed!

SIGNAGE:

The appearance of each vendor booth is critical to the overall atmosphere of the Festival and the audience's perception of the event. We highly encourage creative booth designs. You are responsible for any signage, banners, etc. to identify your booth.

SELECTION PROCESS:

A selection committee will review each vendor application based on the following criteria: 1) quality and type of product sold/displayed, 2) ability to participate and 3) space availability at the event and operational requirements. Past participation does not guarantee acceptance. The International SummerFest reserves the right to refuse any application or withdraw acceptance, in which case the vendor fee will be returned in full. Space is limited and restrictions will be placed on the types of merchandise permitted.



Saturday, August 13, 2016
11:00 a.m. – 8:00 p.m.
McCamly Park

**2016
VENDOR
APPLICATION**

APPLICANT INFORMATION:

Name _____

Address _____

Business Name _____

Telephone Number _____

Email _____

Vendor Type (check one): Retail Food Nonprofit

ACTIVITIES/PRODUCT INFORMATION:

Number of spaces needed (limit 2; \$35 per space): One Two

Sales Tax License #: _____

All for-profit vendors are responsible for collection of the 6% Michigan Sales Tax and for acquiring a sales tax license.

*****Any food vendor must comply with the Calhoun County Health Department regulations and obtain the appropriate permits and/or licenses*****

Please list all activities and/or products to be sold: _____

PAYMENT INFORMATION:

Payment type: _____ Check _____ Money Order _____ Credit Card*

Make checks or money orders payable to: *International SummerFest/BCCF*

*Credit Cards are accepted by calling the Battle Creek Community Foundation at 269.962.2181.

_____ I agree that my name and any photographs of me or my work and/or booth may be used for publicity purposes.

By signing this application I expressly release the 2016 International SummerFest and Festival Advisory Board, their agents as well as the owners of the sites, of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of exhibit space. I agree to hold the 2016 International SummerFest and Festival Advisory Board and the owners of the Festival sites harmless of any loss or damage by reason thereof. I also agree to comply with all State and local regulations in the operation of my vendor space. I agree to and have read the INTERNATIONAL SUMMERFEST VENDOR POLICIES & PROCEDURES. The 2016 International SummerFest and Festival Advisory Board reserves the right to terminate this agreement at any time if you choose not to abide by the vendor policies & procedures (mentioned above) and to make changes to this agreement as needed.

Signature: _____ Date: _____

Mail completed form and payment to:

**International SummerFest 2016
c/o Battle Creek Community Foundation
32 West Michigan Avenue – Suite 1
Battle Creek, MI 49017**