

Great Lakes Folk Festival (GLFF)

MSU Museum
 Email mattw@msu.edu
 Mail Vendor Applications to:
 Bill Matt, Festival Director
 MSU Museum
 West Circle Dr.
 East Lansing, MI 48824



Food Vendor Agreement

5th Annual Great Lakes Folk Festival
 Friday, Aug. 11-Sunday, Aug. 13, 2006
 Free Admission
 5 Stages of Continuous Entertainment

SECTION 1.0	VENDOR INFORMATION (complete all fields)
VENDOR	
STREET ADDRESS	
CITY, STATE, ZIP	
BUISNESS PHONE	
CELL/ALT PHONE	
EMAIL ADDRESS	

SECTION 2.0		VENDOR SPACE AND SERVICES (indicate quantities and calculate totals)		
QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
	Space	10x20 covered area on site	\$200.00	\$200.00
2	Tables	8' tables or counters	N.C.	0
	Tables	Additional 8' table	\$10.00	
2	Electric	First 110V 20 amp	N.C.	0
	Electric	Additional 110V 20amp	\$25.00	
	Electric	Each 220V	\$50.00	
1	Water	One Feed	N.C.	0
1	Ice	On site bags	N.C.	0
			TOTAL	

Please note: This "Total Amount Due" will be deposited as a non-refundable fee. It will not be applied to your 15-20% commission rate due at the end of the event.

Read this entire Agreement carefully. Send the completed contract via fax, email, or post along with full payment to arrive by the deadline of May 1, 2006. Food vendor is solely responsible for obtaining all permits, licenses, and certificates of Liability Insurance as required herein. Specific terms include times of setup, breakdown, and hours during which vendor must have food products for sale. VENDOR INITIALS ARE REQUIRED IN EACH SECTION BOX.

Completed application, including copies of required documentation, shall result in the assignment of a Vendor ID and Booth Space. A copy of this contract will be returned with that information in your Festival Food Vendor Packet

SECTION 3.0	TERMS AND CONDITIONS (read carefully. Initial at left where required)
SECTION 3.1 DEADLINES, DOCUMENTATION AND PAYMENT _____ initial here	THE DEADLINE DATE IS MAY 1, 2006. Food booth space rental must be paid on or before the deadline and remitted with this Food Vendor Agreement. In addition, the Food Vendor must, by this date, submit copies of proper State of Michigan Sales Tax License/Application, Ingham County Health Department Certificate, and Certificate of Liability Insurance naming GLFF and MSU as an additional insured. No application shall be considered complete without these items and no agreement is accepted in their absence. Any returned check shall be subject to a \$25 returned item fee per instance. Any such additional fee must be paid for this contract to be accepted.
SECTION 3.2 SETUP, BREAKDOWN AND HOURS OF OPERATION _____ initial here	Food Vendor specifically agrees herein to provide full food service during the entire course of the Festival, subject to a penalty of \$100 per hour for any full hour during which the vendor is unable to comply due to vendor's lack of stock/personnel. Festival operation is from 6:00pm-10:30pm Friday, 12:00pm-10:30pm Saturday, and 12:00pm-6:00pm Sunday. Setup must occur between 12 noon and 6:00pm on Friday, Aug. 11, 2006. Breakdown may begin on Sunday, Aug. 13, 2006 at 5:30pm and be completed by 9pm. SETUP AND BREAKDOWN MAY ONLY OCCUR DURING THESE STATED TIME PERIODS. Early dismantle is not allowed under any circumstances. All trash and debris must be cleared from vendor area at Festival close. Failure to properly clear grounds shall result in a \$75 cleanup fee assessment.
SECTION 3.3 % PAYMENT AND USE OF COUPONS _____ initial here	Coupon Use: Staff and performers will be issued \$1.00 coupons which vendors must accept as cash. Coupons will be subtracted from percent due Festival at Final Check Out Sunday evening. % Payment: <u>For Profit</u> businesses will be charged 20% of gross sales. <u>Non-Profit</u> organizations must provide proof of 501 C-3 status, and will be charged 15% of gross sales.
SECTION 3.4 RELEASE OF LIABILITY TO GLFF _____ initial here	The Vendor, including all of its owners, agents, employees or assigns, hereby releases and waives any and all claims for personal injury, product liability, theft, breakage, or other Damage, against Great Lake Folk Festival, hereinafter GLFF, its agents, contractors, successors and assigns, from or otherwise pertaining to the space and equipment rental hereunder, and Vendors expressly assume the risk of rain, wind, lightning and other weather-related elements on the days of the GLFF expressly disclaims any obligation or representation related to the number of persons to be attending the Festival, or the revenue to be derived there from.
SECTION 3.5 FOOD AND OTHER SALE ITEMS AND PRICE _____ initial here	ALCHOLIC BEVERAGES MAY NOT BE SOLD OR DISPENSED BY FOOD VENDORS. LIST ALL FOOD, DRINK, AND OTHER ITEMS AND SALE PRICES IN THIS SECTION. PLEASE PRINT LEGIBLY. YOU WILL BE NOTIFIED IF ANY ITEM IS NOT ACCEPTABLE AT THE FESTIVAL. ITEMS NOT APPROVED OR NOT ON THIS LIST WILL BE PROHIBITED AT THE FESTIVAL.

SECTION 4.0	OTHER TERMS AND CONDITIONS	
SECTION 4.1 SPACE AND OTHER REQUIREMENTS _____ initial here	<p>SPACE. Unless otherwise indicated, all space is accepted for the base rate for a 10x20 foot area. Any substantial use of space beyond those measurements will be subject to a pro-rata increase in booth rental increments of the base rate. Hence, a food vendor using a 20x20 foot space would owe \$300.00 (\$200 base plus \$100 additional). Vendors with trucks, trailers or vans should discuss these rates and their required space before completing the contract.</p> <p>Vendor hereby states that the total space required for Food Vendor Booth/equipment is _____x_____feet. Other requirements, such as WATER, should be listed below with brief description. Include requests for specific areas of Festival for setup. No guarantee of location of possible, although we will strive to suit the needs of our vendors together with our attendees.</p>	
SECTION 4.2 ASSIGNMENT, GOVERNING LAW AND MANNER OF ACTING	<p>This contract may not be assigned by the Vendor to any other party, nor may the space or location be shared with any other party or vendor without the expressed, written approval of GLFF, evidenced by declaration in Section 4.1 above. Vendor contracts may be cancelled without penalty at any time up to thirty (30) days before the Festival. Vendors that are not on premise by 6:00pm on Friday, August 11 shall be subject to a forfeit of fee, and assignment of their space to standby applicants at GLFF's sole discretion. The contract shall be governed by under Statutes of the State of Michigan. No vendor or exhibitor may act in a manner contrary to the Laws of the United States, State of Michigan, Ingham County, or the Bylaws of the GLFF. This contract represents the sole agreement between the parties and no other representations, statements or understandings are included as any part of this agreement.</p>	
SECTION 4.3 CONTRACT SIGNATURES FOR EXCLUSIVE AGREEMENT	Dated this _____ Day of _____, 2006	At _____ (County), (State)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Authorized Vendor Signature Above	Great Lakes Folk Festival Authorized Agent
	PRINT NAME	Bill Matt, Festival Director
FOR OFFICE USE ONLY	Vendor Application received: ____/____/ 2006 Check Received (if different): ____/____/2006 Amount Received \$ _____ check/cash Circle one	
	State of Michigan Sales Tax Certificate/Special Event License Received. License Number: _____	
	Ingham County Health Certificate Received ____/____/ 2006 and confirmed approved with Ingham County Dept. of Health.	
	Certificate of Liability Insurance Received ____/____/2006 with confirmation of GLFF as additional named insured	
	Vendor has complied with all contract obligations, including setup, breakdown, and hours of operation and is eligible to be a vendor for future Great Lakes Folk Festivals	
	Application Approved. Vendor ID _____ Booth _____	

