

# 2023 Retail Vendor Application



**SEPT 29-30, 2023**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

- Booth Rental Fee is \$200 due prior to the event. *(please see next page for details)*
- Fee includes a 10'x10' booth space, table skirting, and electricity if needed. Pop up tents are encouraged for drawing attention. Location to be determined by festival staff.
- If you need electricity, you must completely fill in your requirements here or it may not be available: #\_\_\_\_\_ @110, #\_\_\_\_\_ @220; \_\_\_\_\_ **Total Amps**

Please list **ALL** items that you would like to sell and prices. We try to eliminate duplication as much as possible. You will be notified of any concerns.

_____	_____
_____	_____
_____	_____
_____	_____

**Applications will be reviewed upon receipt and you will be informed of acceptance or decline as soon as possible. Payment must be received 30 days prior to the event.**

I have read and understand all of the policies and procedures and agree to abide by them. (policies & procedures enclosed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Policies & Procedures

## Objectives:

“MI’s Big Country Fest” will be held annually in October. This year is September 29 & 30, 2023 at Heritage Park in Frankenmuth, Michigan. We strive to provide our patrons with a clean, safe, and fun opportunity, and offer a variety of quality entertainment, food, and merchandise in a fun atmosphere.

## Factors considered in Vendor Applications:

Any changes to the original application must be approved in writing no later than 5 days prior to the event. Booth space and vendor privileges may NOT be assigned or transferred without approval.

MI’s Big Country Fest solely reserves the right to reject any vendor for any reason it deem necessary. If, in the MI’s Big Country Fest’s opinion, the actual is different from that stated in the application, removal and the forfeit of your booth fee may result.

- (1) Application must be received in advance.
- (2) All legal requirements are met (see section below).
- (3) Quality Product
- (4) Quality Service
- (5) All applicants MUST complete all parts of the application in a legible manner.

Legal Requirements: In order to sell any products, you are responsible for having a valid license and be in compliance to all laws governing your activities. This includes but is not limited to health department licenses, collection of and payment of taxes and reporting for the same.

Insurance: Vendors agree to have purchased insurance for liability coverage for the protection and benefit of the vendor and to provide an acceptable certificate of said insurance to MI’s Big Country Fest ten (10) days prior to the event. Limits of liability shall be at least \$500,000 per occurrence Bodily Injury and \$50,000 per occurrence Property Damage. Coverage, provided by the vendors in the limits specified above, must be for Premises Operations. Failure to comply with this section shall forfeit the vendor’s privileges.

## Operations Policy:

There is a \$200 booth rental fee for that must be received 30 days prior to the event in order to hold your spot.

**Set up** times will be Friday between 12:00pm and 4:30pm. **Booths must be ready to operate and staffed NO LATER than 4:30 p.m. on Friday, September 29, 2023.** Deviations from this times need to be approved by the MI’s Big Country Fest organizers. Other than the tables and table skirting, food vendors are responsible for all of the assembly of their booths in accordance with MI’s Big Country Fest’s Policies & Procedures, Fire Marshall and Saginaw County Health Department rules and requirements. Participation is subject to full approval of those and law enforcement authorities. Location, facilities, utilities use and appearance of the booth are subject to MI’s Big Country Fest’s organizers’ approval.

**Hours of operation** will be 5:00pm - Midnight both nights. Vendors are responsible for having their unit fully functional throughout the entire event. MI’s Big Country Fest’s organizers will not be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause. Security will be provided during the event and overnight; however, participants are responsible for their own merchandise, employees and equipment, its protection and insurance.

*(continued on next page)*

**Disassembly** shall not occur prior to Midnight on Saturday. Disassembly must take place Saturday night (Sunday morning) by 2am. Deviations from these times need to be approved by the MI's Big Country Fest's organizers and is within their sole discretion. Food vendors are responsible for the disassembly of their booths in accordance with MI's Big Country Fest's staff, Fire Marshall and Saginaw County Health Department rules and requirements.

Cancellation Policy: Only written cancellations will be accepted and will be subjected to a minimum \$50.00 cancellation fee and must be recieved prior to September 15, 2023.

Contact Information: If there is any need to contact the event staff after hours, please refer to the following:

Main Phone: 989-652-8008

Email: [info@bigcountryfest.com](mailto:info@bigcountryfest.com)

Jeanna's cell: 989-284-0171 (call/text)

Payment Information: Please make checks payable to "MI's Big Country Fest" and remit to MI's Big Country Fest, PO Box 301, Frankenmuth MI 48734. Credit cards are accepted with a fee of 3.5%.