

BELLEVILLE NATIONAL STRAWBERRY FESTIVAL REGULATIONS
APPLICATION INFORMATION

Please read and keep on file

1. Curb feet (length) will be measured as tongue to rear awning. Any violations will be charged \$50.00 per foot for each foot over the dimensions stated below. This fee will be paid in cash if a violation has occurred. All vendors will be measured on Friday morning. Applications postmarked after April 1, 2017 must include an additional \$50.00 late fee.
2. Water and Garbage Requirements/Fees: Food Vendors must provide their own food-grade hose that will connect together with other vendors to the water source. Non-leaking hoses in good condition, approximately 200 feet in length required for hook-ups. No dumping of grey water into City sewer system. Information on grey water disposal will come at a later date. Your fees for water and garbage are included in your booth fees.
3. List all items to be sold on the application. Vendors WILL NOT be allowed to sell any item, or conduct any activity that is not specifically detailed in this contract. The sale of non-food items is prohibited by Food Vendors.
Food and beverage is to be sold only by food vendors. The Strawberry Festival reserves the right to delete items from your menu or merchandise to protect all vendors and provide a variety of foods and merchandise with minimal duplication. We encourage all vendors to display some item representing the strawberry; it can be an item for sale or display. Incomplete applications will be returned.
4. You **MUST** include a photo of your display or trailer with the application. Commercial vendors must include photos or a brochure of the merchandise they wish to sell.
5. All Vendors - A Copy of your Liability Policy (minimum \$1,000,000.00) **MUST BE SENT WITH THE APPLICATION TO HOLD YOUR SPACE! NO EXCEPTIONS!** Under additional insured, it must list:
Belleville National Strawberry Festival and City of Belleville
6. **YOUR ELECTRICAL NEEDS MUST BE SPECIFIED EXACTLY ON THE ELECTRICAL WORKSHEET! Vendors are not permitted to use their own generators.** See Electrical Worksheet for more information and return it with your application.
7. City of Belleville Electrical Requirements. All electrical connections will be inspected and approved by the City of Belleville Electrical Inspector.
 - a. All electrical boxes must remain in the gutters and not on the sidewalks.
 - b. The circuits on the light poles may not be used.
 - c. Vendors must supply their own extension cords of at least 150 ft. If the cords do not meet electrical load requirements (e.g. amperage) they will not be connected to electrical service.
 - d. Electrical fuse or breaker panels shall have isolated neutral bars.
 - e. All 120V cords shall be three-wire grounding type, sized and protected to load requirements. 240V cords shall be four-wire insulated neutral ground type, sized and protected to load requirements.
 - f. All cords shall be in good condition. Frayed cords, open conductors, missing grounding connections are not acceptable. All splices shall be made in a covered electrical junction box.
 - g. Cords entering any box or knock-out shall have a proper box connector. All knock-out holes shall be closed, including spare openings in multi-breaker panels, all device, junction box, fuse or breaker box covers shall be in place.
 - h. All cords shall be installed and protected to minimize public tripping.
8. Electrical services include: connect, disconnect **ONLY!** Additional service calls will be charged \$50 per call. Vendors are responsible for the proper connections at their expense.

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9. Application Deadline. To insure your booth space, a check for the total amount of your payment plus the required documentation (see attachments) **must be postmarked by April 1, 2017**, Please make check **payable to the Belleville National Strawberry Festival** and return to the address above. Any payments made after April 1, 2017 will be accepted in the form of a cashier's check or money order and will pay a late fee of \$50. All fees are based on a three day mandatory participation. Applications received early will be considered first. The Festival limits the number of spaces available to food vendors. Returned check fee is \$35. Sorry, we do not accept credit card payments.

10. Cancellation Date. **Cancellations prior to April 30, 2017 will incur a \$100 cancellation fee deducted from the refund. Cancellations made on or after April 30, 2017 will not receive a refund.**

11. All sales activity must be conducted WITHIN the exhibit space. Vendors are not permitted to display merchandise outside of the purchased space, regardless of approval by the property owner. Traveling outside of booth to sell and "hawking" (shouting sales incentives) of merchandise are not permitted.

12. All displays must be removed by 10pm on Sunday, the last day of the festival.

13. The City of Belleville requires there will be no equipment, fencing, stakes, etc., on any portion of the City sidewalks or brick areas-not even during set-up. All violators will be ticketed.

14. Vendors are not permitted to use residents' utilities without written permission from the person responsible for the utility. A copy of the permission letter must be sent to the Festival office. **Vendors who order water service will be assigned a specific location to connect.** The Festival has obtained permission for water.

15. All trash must be dumped in the festival boxes located throughout the area, or in the Festival dumpsters. All vendors will dispose of their trash in a legal manner.

16. Vendors are not allowed to dump or drain any excess fluids or grey water into the storm or sanitary sewers anywhere within city limits. More information on disposal of grey water will come at a later date.

17. Vendors are asked to park away from the festival areas so that parking can be made available for Festival visitors.

18. Set-up begins on Thursday June 15, 2017 at 6PM for food vendors and Friday June 16, 2017 at 8AM for all other vendors. Vendors will check in at the Belleville National Strawberry Festival Office at 248 Main Street before setting up and will then receive their space assignment.

19. An approved fire extinguisher must be provided at the vendor's expense for each food concession and for commercial vendors when a flame or heat source is present, such as candles or cookware demonstrations utilizing a hot plate or gas grille. See City of Belleville Fire Department Requirements.

20. Food Vendors are required to have a health permit from the Wayne County Health Department. Contact them at (734) 727-7400 for specific requirements. A Health Department inspector will be on-site.

21. Vendors are responsible for collecting and paying MI Sales Tax in the usual manner. Contact the MI Department of Treasury for requirements.

22. Festival Hours: Friday June 16, 2017 from 12PM - 10PM; Saturday June 17, 2017 from 10AM - 10PM; Sunday June 18, 2017 from 10AM - 7PM.