

# Ship and Shore FESTIVAL

August 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup>, 2010

Friday 6pm – Midnight

Saturday 11am – Midnight

Sunday 11am – 6pm



**Beneficiary: NBBA (New Buffalo Business Association)**

## **A.) Contact Information (All Information is REQUIRED)**

Name of Business: \_\_\_\_\_

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

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

City: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

## **B.) Detailed Product Description (Menu)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

⇒ **Menu items are NOT ALLOWED to be changed once the application has been filed. Novelty items (i.e. t-shirts, etc) may not be sold in booths**

⇒ **Each year various food and beverage sponsors support this event. Ravenswood Event Services reserves the right to dictate which products will be served. Vendors will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.**

### C.) Event Fees

Check Appropriate Boxes

|  | Non-Member | NBBA Member |         |
|--|------------|-------------|---------|
| <input type="checkbox"/> 10 x 10 Space | \$700      | \$500       | \$_____ |
| <input type="checkbox"/> 10 x 20 Space | \$1200     | \$900       | \$_____ |

#### Equipment Options:

|   |         |
|---|---------|
| <input type="checkbox"/> Canopy (10 x 10) \$180 Each .....        | \$_____ |
| <input type="checkbox"/> Electricity: (2 110v outlets) \$150..... | \$_____ |
| <input type="checkbox"/> Tables # _____ \$25 Each .....           | \$_____ |
| <input type="checkbox"/> Chairs # _____ \$10 Each .....           | \$_____ |

**Total Amount Due \$\_\_\_\_\_**

(Booth Fee + Equipment Rental Fees)

⇒ **Payment made out to: New Buffalo Business Association**

⇒ **Please mail checks and completed applications to:  
Ravenswood Event Services 1100 W. Cermak, Unit B411, Chicago IL 60608**

⇒ **Application Questions? Call Jo Williams 312.633.2600**

Applications MUST be submitted with full payment to be considered. There are NO EXCEPTIONS to this rule. All payments will be processed regardless of your status of acceptance into festival.

⇒ **Electricity: If electricity is required, it MUST be purchased from Ravenswood Event Services — personal generators are not acceptable at any street festival. Desired space is not guaranteed as booth with electricity will be grouped together**

Please list the items that will be using electricity. (Be specific)

Item \_\_\_\_\_ Amps/Volts \_\_\_\_\_

Item \_\_\_\_\_ Amps/Volts \_\_\_\_\_

Item \_\_\_\_\_ Amps/Volts \_\_\_\_\_

Item \_\_\_\_\_ Amps/Volts \_\_\_\_\_

## D.) Insurance

### Insurance:

**Insurance is required for all food vendors.** Insurance certificates **MUST** be submitted with application. The below information **MUST** be included on the insurance certificate.

*Descriptions MUST read:*

For participation in The Ship and Shore Festival, to be held August 13<sup>th</sup>-15<sup>th</sup>, 2010 on Whittaker Street in New Buffalo, MI.

*Additionally insured MUST name:*

- Traffic PR
- Ravenswood Event Services
- New Buffalo Business Association

## E.) Application Checklist

### Materials Required:

Your application will **NOT** be processed without the following information:

*Please X the boxes below to show compliance with requirements and enclosures.*

- Read all Terms & Conditions
- Complete and SIGN festival application.
- Enclose Full Payment (space fees, rentals, and electric fees)
- Enclose Photos of slides or wares (including self-addressed stamped envelope to return)
- Enclose Certificate of Insurance as stated above.

- COPY OF Temporary Food Service Establishment License Application

Attached is a copy of the local Health Department Guidelines and Regulations.

⇒ **You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960)**

Our goal is to give attendees a great experience and great value for their money. To ensure relative consistency throughout the festival, the event management company will work with you to confirm that your menu choices, portion sizes, and price points work well for your establishment and also for your guests.

## F.) Terms & Conditions

The undersigned (the "Participant") hereby submits its application for on-site rights at The Ship and Shore Festival (the "Event") to be held August 13<sup>th</sup>-15<sup>th</sup>, 2010 at Whittaker Street in New Buffalo, MI. By submitting this application the Participant acknowledges that its application may be accepted or rejected by Traffic PR (the "Producer") in the exercise of its sole discretion and that, if its application is accepted, its participation will be subject to the terms and conditions contained herein.

▪ **Participation**

The Event will take place on Whittaker Street in New Buffalo, MI. If the Participant's application is accepted by the Producer, the Participant agrees to remain open for business between during all scheduled event hours. The Event will remain open regardless of weather conditions, although operations may be suspended during severe weather. The Participant desires to participate in the Event by providing arts and crafts, food, non-alcoholic beverages, other merchandise for sale, or to showcase services to the general public. If the Participant is accepted by the Producer, the Participant agrees to sell only those items listed on the application. No other merchandise will be permitted without prior written consent of the Producer. The Participant agrees not to sell or distribute merchandise that includes the event logo without prior written consent from the Producer.

▪ **Contract Cancellation**

The Producer and the NBBA (The "Event Beneficiary") have the right to control all aspects of the Event. The Participant agrees to conduct its business in a manner that is most likely to enhance the success of the Event and the reputation of the Producer and the Event Beneficiary. The Producer and the Beneficiary reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by the Producer or Event Beneficiary will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines stated within will not be eligible for refunds.

▪ **Set-up & Tear Down**

Each vendor is responsible for setup, take down and clean up of his/her stand. . Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. The Participant shall remove all vehicles and other items in conjunction with setting up for the Event at least one (1) hour prior to the Event's start time. The Participant will be notified when it is safe to bring their vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.

▪ **Operations**

The Participant will be solely responsible for the appearance of its space. The Participant shall be ready to operate its business by 6pm on Friday, 11am on both Saturday and Sunday.

The Participant shall maintain its space in a neat, clean and sanitary condition during the event and shall dispose of all trash produced. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.

⇒ Unless otherwise specified, running water is NOT provided.

The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.

Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by The Producer and the Event Beneficiary. You are directly responsible for any city violated ordinances and fines.

Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical, minimum of 20 pounds.

Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.

Special Waste: All grease, charcoal, etc., must be disposed of properly – not left in the street or poured down a sewer! A staff member of Ravenswood Event Services will review the space each night with the vendor. If a vendor is not present, Ravenswood Event Services reserves the right to determine the cleanliness of the space.

Tents: All tents, booths or canopies used for cooking must be made from fire retardant material. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the event.

▪ **Application Processing**

Only those applications submitted on or before July 1<sup>st</sup>, 2010 and accompanied by payment in full of the applicable entry fees shall be considered. The Producer will fill out and submit all appropriate licenses for this application. The Producer shall notify the Participant whether its application has been accepted or rejected by July 16<sup>th</sup>, 2010. In the event the Participant's application has been rejected, the entry fee will be refunded. The Producer does not guarantee exclusivity to any Participant, nor has the Participant relied on any representation or guarantee of the Producer regarding the revenues to be generated by the Participant.

If the Participant's application is accepted, the Participant may be assigned a space within the Event with the approximate square footage of 10 feet by 10 feet. Additional space may be made available by the Producer upon receipt of the Participant's application, at an additional cost to be determined by the Producer. The location of the Participant's space within the Event shall be determined by the Producer in the exercise of its sole discretion. The Participant agrees to accept the space as designed by the Producer. The Participant agrees to conduct its business only within the space assigned by the Producer.

▪ **Indemnification**

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during the Event and shall insure its merchandise against loss by theft or damage. Traffic PR, the NBBA, Ravenswood Event Services, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract. The participant signing this contract further agrees to indemnify and hold Traffic PR, The NBBA, its officers, directors, and members harmless, from and against any and all claims for personal injury, loss by theft or damage, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in the Event.

▪ **Refund Process**

*Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.*

A \$50 non-refundable administration fee will be applied to any cancelled application. Cancellations made between July 16<sup>th</sup> – July 30<sup>th</sup>, 2010 will forfeit 50% of total fees paid. Cancellations made after July 30<sup>th</sup> (including day of event) will NOT be entitled to a refund. All denied applications will receive a full refund.

Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds. All refund checks will be made out to the account holder listed on the initial payment, unless specified otherwise.

The above-mentioned participant hereby submits this application for participation in Ship and Shore Festival. By signing this application the Participant has read and agrees to all the terms and conditions contained in each page of the agreement. Please keep a copy of this application for your records.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Amount \$: \_\_\_\_\_ Check Number: \_\_\_\_\_

Accepted \_\_\_\_\_

Rejected \_\_\_\_\_