

Downtown Cadillac Association
APPLICATION / CONTRACT FORM - PRODUCT VENDOR

EVENT NAME: Cadillac Lakes Cruise and Car Show
June 13th and 14th, 2020

Organization Name: _____

Michigan Sales Tax #: _____ Non Profit#: _____

Person in Charge: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: () _____ Fax #: _____

Email Address: _____

Type of Product or Service you will Provide (please offer a full description, so we can properly place you)

Electric Hook-up is limited to first come, first serve basis:

Electric Hook-up, please note type of equipment and quantity of hook-ups needed (See Electric Rules)

- Fee: \$ 25.00 Equipment: _____ 220 _____ 110
- Fee: \$ _____ .00 Equipment: _____ 220 _____ 110
- Fee: \$ _____ .00 Equipment: _____ 220 _____ 110

Space Requirements and Vendor Fee:

Vendor fee is payable with application, it will be refunded if not accepted.

Space requirements are in increments of 10' x 10', and location is dependent on availability.

_____ 10' x 10' space fee is \$100.00, payable with application in the form of a check written to the DCA.

Deadline for application is May 27, 2020. There will be NO REFUNDS once accepted. Space will be contracted with the application fee is deposited, a confirmation will be sent with set-up instructions.

VENDOR RULES AND GUIDELINES

Proof of Insurance. No vendor insurance is provided by the Event Organizer(s). Please include **General Liability Insurance**. A certificate of insurance verifying that have at least a \$1,000,000 General Liability policy. Vendors not carrying their own General Liability insurance must sign a waiver to attend any DCA event. Proof of Insurance can be faxed to: 231-779-5933 with a cover sheet indicating which event it is corresponding to. Waivers can be obtained at: <http://www.cadillacmichigan.com/cafe-97/> and must be submitted with this application. The Event Organizer(s) shall NOT be liable for loss or damage to exhibits or their contents or for any injuries to exhibitors.

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Assumption of RISK. All vendors participating DO SO AT THEIR OWN RISK. The assumption of risk includes that associated with wind, rain, hail, lightning, floods, snow and all other acts of God. Damage to property, illness or injury by vandals, fellow participants or sponsors are at the vendors own risk. The Event Organizer(s), City of Cadillac, sponsors, agents and volunteers shall NOT BE LIABLE for any damages to or loss of property or injury to persons, or loss of goods. There is no guarantee of placement or product sales.

Hold Harmless Agreement/ Release of Liability. In consideration of the Event Organizer(s) and City of Cadillac permitting me to participate in this event, hereby assume all risk and liability out of my participation in this event. I also agree to hold harmless and indemnify the event committee, DCA, the City of Cadillac, participating sponsors, property owners, elected officials, agents, employees and volunteers from all liability or responsibility whatsoever for the injury (including death) to persons, and for any damage to property arising out of, or resulting from my participation, in this event. I further hereby remise, indemnify, agree to defend, pay on behalf, release and forever discharge said event committee, DCA, the City of Cadillac, participating sponsors, property owners, elected officials, agents, employees and volunteers from any and all claims, demands and liabilities resulting or arising directly or indirectly out of my participation in the event.

Electric and Water Rules. All vendors are on a first come, first serve basis. There is limited access to water and electric in the area. All vendors are required to bring with them at least 100' of hose and electrical cords.

Vendor Conduct. The professionalism of our vendors reflects on our event, please provide well trained and respectful service providers to work our event. If vendors are found to be consuming alcoholic beverages, selling illegal products or other, your business will be immediately shut down, you will be asked to leave the area, and you will be required to remove your equipment after the close of the event that day.

Rule Violations. Any violation of these rules will be cause for immediate dismissal by the Event Chair, Vendor Chair or Executive Director of DCA from the event and all monies paid will be forfeited.

If you have digital photos of your business, please e-mail it to the event contact below at least two weeks prior to the event to be added to our promotional efforts.

I have read, agreed to and understand all rules and policy information as outlined above and specific to this event as noted below.

Authorized Signature: _____ Date: _____

Print Name: _____

Send signed form, payment and copy of certificate of insurance to:

Downtown Cadillac Association (CAFE is a 501C6 Nonprofit organization)
201 N. Mitchell St, Suite 102. Cadillac, MI. 49601

Please provide proof of insurance no less than (30) days prior to the event, NAME as additional insured: Downtown Cadillac Association, 201 N. Mitchell St. Cadillac, MI. 49601
Proof of insurance can be faxed to (231) 779-5933

please make a copy for your own records ----- See event details for set-up and tear down specifics

Downtown Cadillac Association
APPLICATION / CONTRACT FORM- FOOD AND VENDOR

EVENT SPECIFIC INFORMATION

- 1 EVENT NAME: Cadillac Lakes Cruise and Car Show

2. Event Location: Cadillac City Park, approximately at 100 N. Lake St. Cadillac, MI. 49601

3. Event Dates:
 - Event Date: June 13, 2020. Open Time: **8:00 AM** Close Time: **After 5:00 PM**
 - Event Date: June 14, 2020. Open Time: **8:00AM** Close Time: **After 5:00 PM**
4. Vendors may contact the following people for event related questions.
 - a. Main Vendor Contact: **Sandy Bredahl. (231) 577-6970. cadillacjaycees@gmail.com**
 - b. Supplemental Contact: **Scott Dunlop. (231) 468-1497. scott.dunlop@bpmfg.com**
 - c. Supplemental Contact: _____
5. Vendor Space Placement
 - a. Application Deadline is: 05/27/2020. Please mail all correspondence to 201 N. Mitchell St. or email directly to the main contact above.
 - b. **Vendor Set-up is on 06/12/2020 @ 4:00 PM to 9:00 PM**
 - c. **Vendor Tear-down is on 06/14/2020 @ 5:00 PM to 7:00 PM**
 - d. NO wheeled vehicles or trailers are allowed on the grass at any time.
 - e. You are to sell your products within the area you are renting, no walking solicitation.
 - f. Trash receptacles are available throughout the park, please use them.
 - g. Picnic tables are for use of the public only.
6. Electric:
 - a. Please bring at least 100-150 ft of the correct gauge wire and grounded extension cords.
 - b. Please make sure you have checked in to obtain a colored marker for your cords, cords connected without markers will be unplugged.
 - c. All electrical cords that run across walking areas must be covered or taped to the ground.
 - d. Use of generators is allowed, but must be kept away from public in an approved location.
7. Water:
 - a. You must supply your own hose of approximately 200'. Limited access.
 - b. Vendors are responsible for any leaks resulting in faulty hoses, and leaks must be fixed promptly.
8. Booth Maintenance and Responsibility:
 - a. You must keep your booth clean at all times.
 - b. There may be a charge to clean your booth if the festival committee has to clean your space.
 - c. It is your responsibility to remove all hazards from the area (ie, hoses, cords, ropes, etc.)
9. Delivery/ Vehicle Traffic/ Departures
 - a. Vendor vehicles will not be allowed in the parking area close to the event. This is for event patrons only. Please see other public parking spaces available on event parking map.
 - b. Arrangements must be made in advance to set up early or tear down late.
 - c. All deliveries coming in after the festival opens must be brought in by hand, no carts.
 - d. Early departures are not allowed except when deemed by the festival organizers.
10. WiFi service is NOT currently available in the City Park. Please provide your own cellular service for credit cards.