

Romulus DDA - 16th Annual Pumpkin Festival
(*Downtown Romulus on Hunt Street between Bibbins and Goddard Roads.)
2013 CRAFTER, MERCHANDISE, NON-PROFIT VENDOR
APPLICATION/CONTRACT FOR CONSIDERATION

BUSINESS NAME: _____ CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ E-mail ADDRESS _____

Friday, September 20, 2013 6:00 pm to 8:00 pm - Saturday, September 21, 2013 11:00 am to 8:00 pm
Sunday, September 22, 2013 12:00 pm to 6:00 pm

Please keep in mind that our festival is open after dark and electricity is included. Space designation depends upon your commitment to being open after dark. On Friday, September 20, 2013, The "Parade of Lights" will be going down Goddard Road at about 8:00 pm. Over 10,000 people attended this event last year.

HAVE BEEN IN A PREVIOUS ROMULUS PUMPKIN FESTIVAL: _____ YES _____ NO

MERCHANDISE/CRAFT DESCRIPTION: Please list all crafts and/or merchandise you would like to sell. Be as detailed as possible. You may attach another sheet if necessary. Include two photos of each type of craft. They are necessary for confirmation. The Festival Committee reserves the right to deny the sale of any item deemed inappropriate by the Festival Committee.

****ELECTRICITY includes 110 volt**

CRAFTER FEES:

_____ 12'x10' Space/s @ \$150.00

MERCHANDISE VENDOR FEES

_____ 12'x10' Space/s @\$175.00

NON-PROFIT FEES

_____ 12'x10' Space/s @\$75.00

TOTAL Enclosed: _____ TOTAL Enclosed: _____ TOTAL Enclosed _____

PLEASE ENCLOSE THE CORRECT AMOUNT FOR THE BOOTH RENTAL, IF CORRECT AMOUNT IS NOT RECEIVED YOU WILL NOT BE ACCEPTED INTO THE FESTIVAL.

REMEMBER: NO manufactured items shall be sold in crafter booths. Please note that Copyrighted articles may be inspected by the police department for authenticity.

An early response ensures a choice spot!! The **DEADLINE** for application/contracts is **July 31, 2013.**

No Refunds after this date. An additional **\$25.00** will be assessed after this date.

MAKE CHECK/MONEYORDER PAYABLE TO: ROMULUS PUMPKIN FESTIVAL

Please return this application, photos and self-addressed, stamped envelope (SASE) to:

(734) 941-4304 or 955-4577 for questions

Rosalie Berlinn, Vendor Coordinator
Romulus DDA Pumpkin Festival
11111 Wayne Road
Romulus, MI 48174

I have read the rules and agree to abide by them fully. I further understand that any violation of these rules will be cause for immediate dismissal from the Festival and that all monies that I have paid will be FORFEITED. I further agree to relay this information to and assume responsibility for, all others in my booth.

Signature: _____ Date _____

Print Name _____

Please note the information and rules on pages 3 & 4

Keep this page for your Information
2013 PUMPKIN FESTIVAL CRAFTER AND MERCHANDISE VENDOR RULES

BOOTH SIZE in street: 12 feet wide by 10 feet deep.

BOOTH SET-UP

We will require all food and commercial trailers to be here on Friday, September 20, 2013 at 2:00 p.m. All other booths will start **set-up at 3:00 pm**. There will be no early set-up. **ALL VEHICLES MUST BE OFF THE STREET BY 5:30 PM.** (There are NO exceptions.) If you are setting up on Saturday you must walk your crafts in. No Vehicles. Set-up is in assigned 10' x 12' spaces only. Booth numbers must be displayed in clear view.

HOURS OF OPERATION: Friday, 6:00 pm to 8:00 pm / Saturday, 11:00 am to 8:00 pm

Sunday, 12:00 am to 6:00 pm

***ALL APPLICATIONS MUST BE RECEIVED BY July 31, 2013 OR AN ADDITIONAL CHARGE OF \$25.00 WILL BE ASSESSED.**

JURIED SHOW:

*****To be considered Crafters and Merchandise Vendors must include 2 pictures of your display and crafts.*****

Crafters, Merchandise and Food Vendors may only sell the items on the application form, submitted and approved by the committee. **NO MANUFACTURED MERCHANDISE WILL BE ALLOWED TO BE SOLD IN CRAFTER BOOTHS.** *Please note that copyrighted articles may be inspected by the police department for authenticity.* The Pumpkin Festival Committee reserves the right of total control over all items offered for sale. If you are asked to remove an item that you offer for sale, you **MUST** comply or risk immediate dismissal without a refund. There is to be no walking up and down the streets selling goods or distributing literature.

PARADE OF LIGHTS:

The 15th annual Parade of lights will be Friday, September 20th at approximately 8:00 p.m. **You are asked to turn off any lights in your booth during the parade.**

ELECTRICAL AND PUBLIC SAFETY:

Please keep in mind that we are open after dark. By signing the agreement, you are committed to the hours stated above. **You must provide your own outdoor-grounded electrical cords that meet standard code requirements. They will be free of defects and a minimum of 100 feet in length.** All 110-volt cords shall be three wire grounding type and protected to load requirements and 220-volt cords shall be four wires insulated neutral, grounding type and protected to load requirements. If these requirements are not met you will not be connected to electricity. **NO GENERATORS ALLOWED. ALL TENTS AND CANOPIES MUST BE FLAME RETARDANT AND MEET THE REQUIREMENTS OF CPAI-84.**

BOOTH MAINTENANCE AND RESPONSIBILITY:

You must keep the area around your booth clean. There will be a minimum charge of \$100.00 if the Pumpkin Festival has to clean your space. It is your responsibility to eliminate all hazards. (ie. electric cords, hoses, ropes, etc.).

DELIVERIES/VEHICLE TRAFFIC/DEPARTURES

Vehicles will not be allowed on festival grounds for delivery or storage during festival hours. Arrangements must be made in advance for the storage of vehicles and trailers. All deliveries coming after the opening of the Festival will have to be brought in by hand. **EARLY DEPARTURES will not be allowed** except when deemed necessary by the Festival Committee. Vehicular traffic is **NOT ALLOWED** on the streets until after closing on Sunday after 6:00 pm. Make arrangements for storage of your trailer in advance.

******CHECK LIST: these requirements must be followed to be considered for acceptance**

1. Read all Conditions

2. Return:

A. Completed Application

B. Sign and return Hold Harmless agreement/Release of Liability.

C. Check/money order made payable to the” Romulus Pumpkin Festival”

D. Two pictures of items being sold with name (this is vital information needed to be considered)

E. Self-addressed, stamped envelope for confirmation.

LIABILITY

The Pumpkin Festival Committee, the Romulus DDA, or the City of Romulus PROVIDES NO INSURANCE. The Pumpkin Festival Committee, the Romulus DDA, and/or the City of Romulus shall NOT be liable for loss or damage to exhibits or their contents or for any injuries to exhibitors. All food and entertainment vendors must provide insurance in the amount of ONE MILLION DOLLARS, with the Pumpkin Festival Committee, the Romulus DDA, the City of Romulus and participating property owners named insured parties.

ASSUMPTION OF RISK

All merchandise/entertainment vendors and artists/crafters participating in the Pumpkin Festival DO SO AT THEIR OWN RISK. The assumption of risk includes that associated with wind, rain, hail, lighting, floods, snow, and all other acts of God. Damage to property, illness or injury by vandals, fellow participants or sponsors are at the vendor's own risk. The Pumpkin Festival Committee, the Romulus DDA, the City of Romulus, participating property owners, Romulus elected officials, employees, agents, and volunteers shall NOT be liable for any damage to or loss of property or injury to persons.

HOLD HARMLESS AGREEMENT/RELEASE OF LIABILITY

In consideration of the Romulus Pumpkin Festival Committee, the Romulus DDA, and the City of Romulus permitting me to participate in the Pumpkin Festival, I hereby assume all risk and liability out of my participation in the Romulus Pumpkin Festival. I also agree to hold harmless and indemnify the Romulus Pumpkin Festival Committee, The Romulus DDA, The City of Romulus, participating property owners, the City's elected officials, agents, employees, and volunteers from all liability or responsibility whatsoever for injury (including death) to persons, and for any damage to any City of Romulus property or the property of others arising out of, or resulting from my participation in, the Romulus Pumpkin Festival. I further hereby remise, indemnify, agree to defend, pay on behalf, release and forever discharge said Romulus Pumpkin Festival Committee, the Romulus DDA, the City of Romulus, participating property owners, the city's elected officials, agents, employees, sponsors, and volunteers from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising directly or indirectly out of my participation in the Romulus Pumpkin Festival. The enclosed form must be signed, completed and returned to the Festival Committee in order to participate.

RULE VIOLATIONS

Any violations of these rules will be cause for immediate dismissal from the Festival and all monies that you have paid will be FORFEITED. You will relay these rules to and assume responsibility for, all others involved in your booth.

MISCELLANEOUS

Please be aware that the City of Romulus, Special Events Ordinance (article IV, Sections 32-49 through 32-58) does not allow animals (including fish and reptiles), bicycles, unicycles, in-line skates, roller skates, or skate boards on the streets at any time during the festival. NO ALCOHOL CONSUMPTION IS ALLOWED on the streets or in stage area. All sales will be within booth spaces only.

SALES TAX

PLEASE NOTE...a representative of the State of Michigan may monitor Sales tax during the Festival. If you are not tax exempt please make arrangements to collect and pay sales tax.

CONTACT:

Rosalie Berlinn
15518 Oakbrook Street
Romulus, MI 48174
(734) 941-4304

or

Maria Lambert c/o City of Romulus
11111 Wayne Road
Romulus, MI 48174
(734) 955-4577 "Pumpkin Hotline"

HOLD HARMLESS AGREEMENT/RELEASE OF LIABILITY

In consideration of the Romulus Pumpkin Festival, the Romulus DDA, and the City of Romulus permitting my minor child **and/or** myself _____ to participate in the Pumpkin Festival, I and/or the undersigned parent or legal guardian do hereby represent that he/she is in fact acting in such capacity, hereby assume all risk and liability out of my/my minor child's participation in the Romulus Pumpkin Festival. I also agree to hold harmless and indemnify the Romulus Pumpkin Festival Committee, Romulus DDA, City of Romulus, participating property owners, City of Romulus elected officials, agents, employees, and volunteers from all liability and responsibility whatsoever from injury (including death), to persons, and for any damage to any City of Romulus property or the property, of other rising out of, or resulting from my/and or my minor child's participation in the Romulus Pumpkin Festival. I further hereby remise, indemnify, agree to defend, pay on behalf, release and forever discharge, said Pumpkin Festival Committee, Romulus DDA, City of Romulus, participating property owners, City of Romulus elected officials, agents, employees and volunteers, from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising directly or indirectly out my/and or my minor child's participation in the Romulus Pumpkin Festival.

Agreed to this _____ day of _____, 20_____.

Name (Print) _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

Signature: _____

And/or on behalf of *minor Child* (if applicable) _____

***Signature of parent or Guardian*

****Parent or Guardian Signatures must be notarized.**

This form must be completed and returned to the Pumpkin Festival Committee along with all fees, your completed application/contract, and if you are a Food Vendor or Entertainment Vendor, a copy of your insurance certificate, in order to participate in the Romulus DDA Pumpkin Festival.

*Please include with proof of insurance, if applicable, before festival set-up.