



Dear Prospective Vendors,

Our eyes are already focused on Riverwalk Festival 2016! Thousands visited our festival last year and we are again expecting a wonderful turnout. This year the festival will take place Thursday, July 7<sup>th</sup> through Saturday, July 9<sup>th</sup>, 2016.

We are requesting that food vendors be available for serving on Friday from 5:00 PM to 9:00 PM and Saturday from 10:00 AM to 4:00 PM.

This is the main fundraiser of the year for the Chamber, raising the monies needed to operate the Chamber and hold events valuable to the community. Food vendors will give the Chamber 15% of gross sales.

This year again, the Chamber has an exclusive on water. We are partnering with a service organization for the sale of water on the Grilling & Chilling on Avery Street. If you wish to offer water, you may purchase it from the service organization and offer at your booth with no mark-up and no 15% to the chamber. There will be no returns for unsold water. You will need to indicate on your application if you want to take advantage of selling water.

Vendors are responsible for applying for and purchasing their own food license. If you do not take this measure you will be in violation and could be fined or asked to leave. Please call the Health Department with questions regarding your food booth and food preparation at 616-632-6900. The application is available online at: [https://www.accesskent.com/Health/FoodServices/pdf/Fillable\\_Temporary\\_Food\\_License\\_Application.pdf](https://www.accesskent.com/Health/FoodServices/pdf/Fillable_Temporary_Food_License_Application.pdf) I will remind you that this is a task that needs to be done soon, the later you wait the more it may cost.

The Food Booth Application is available at [www.riverwalkfestival.org](http://www.riverwalkfestival.org), under the Grilling & Chilling tab. Please fill out and return by email to [mmcclure@grcc.edu](mailto:mmcclure@grcc.edu) or fax to 616- 897-9101 by May 20<sup>th</sup>, 2016.

Vendor selection will be made based on past history, food variety, and special needs. We only have so much room available, therefore we try very hard not to duplicate food to ensure great sales for all vendors. You will be notified by email of selection by May 20<sup>th</sup>, 2016.

Vendors may setup on Friday, July 9<sup>th</sup> between 8am-4pm. Food booths need to be ready for Health Department inspections before the festivities begin Friday evening.

Please return by May 20<sup>th</sup>, 2016 or before! Feel free to call me if you have any questions or concerns that we should discuss prior to the festival. We look forward to another successful festival!

Sincerely,

*Misty Anderson*

Misty- Concessions Chairperson  
Lowell Area Chamber of Commerce  
Work: 616-234-3901 Cell: 616-293-6891 Fax: 616-897-9101  
[mmcclure@grcc.edu](mailto:mmcclure@grcc.edu)

113 Riverwalk Plaza - PO Box 224 - Lowell, Michigan 49331  
Phone (616) 897-9161  
E-mail [info@lowellchamber.org](mailto:info@lowellchamber.org) - Web Site [www.lowellchamber.org](http://www.lowellchamber.org)



**2016 Grilling & Chilling on Avery Street  
RIVERWALK FOOD BOOTH APPLICATION  
FAX To: 616-897-9101 or Email to: mmcclure@grcc.edu**

- Exhibit areas are **9' x 18' width/depth increments, or one parking space**. Please keep this in mind as you detail the size of your booth below. We reserve the sole right to assign spaces. You will be notified of your booth space when you arrive at Riverwalk.
- Designated Vendor Parking is provided and **MUST** be used.
- Booths must be fully set up when Riverwalk begins at **5:00 PM Friday**.  
**Advertised hours are: July 8<sup>th</sup>, Friday, 5PM – 9PM & July 9<sup>th</sup>, Saturday 10AM – 4:00PM**
- **Firm Application deadline: May 20th, 2016**

ORGANIZATION/BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BOOTH CHAIRPERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOXES**

- Would like to offer water purchased from service organization. Please contact me to discuss.
- Friday serving from 6:00 PM to 9:00 PM
- Saturday serving from 10:00 AM to 4:00 PM
- Box must be checked to reserve a Water Hook-Up. Please bring your own food grade hose.
- Box must be checked to reserve your electric service. Please bring your own heavy duty extension cord(s).  
120Volt – 20 Amps - Number of Plugs Required: \_\_\_\_\_  
240Volt – 60Amps (Special Plug Required) – Number of Plugs Required: \_\_\_\_\_  
**Be specific. You will not be allowed any additional electrical than listed here**

PROPOSED COOKING EQUIPMENT FOR USE AT FESTIVAL (i.e. CHARCOAL GRILL, GAS GRILL, ETC.) & SPECIAL REQUIREMENTS OF YOUR BOOTH. \_\_\_\_\_

**BOOTH SIZE:** (NOTE: Width requirement is the amount of space you require along where customers will walk. You will have 18' depth of working space.) Feel free to draw your layout below.

**Width:** \_\_\_\_\_ **x Depth:** \_\_\_\_\_



Vendor name as you want it to appear on our website:

\_\_\_\_\_

**LIST IN DETAIL MENU & PRICES**

Please be thorough as we will be listing all items on the festival website.

Food Item Description:	Price EACH:

Email Both Application Pages To: [mmcclure@grcc.edu](mailto:mmcclure@grcc.edu) or Fax 616-897-9101