

# Welcome to Lapeer Days!

August 17, 18, 19, 2018

Thank you for your interest in attending our annual Lapeer Days Festival. For your information, please be aware of the following:

Our festival is by invitation only. The following is required for consideration: **a completed and signed rental application, paid booth fee, indemnification agreement, waiver of liability, insurance certificate (THE ORIGINAL CERTIFICATE OF LIABILITY MUST BE SUBMITTED BY ALL VENDORS. THE CERTIFICATE MUST INDICATE \$1,000,000.00 FOR LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE. THE CERTIFICATE MUST NAME THE LAPEER AREA CHAMBER OF COMMERCE AND THE CITY OF LAPEER AS ADDITIONAL INSURED). NO CONSIDERATION OR PLACEMENT WILL BE MADE WITHOUT ALL FOUR ITEMS.**

Food Vendors will be limited to 15 spaces and will be invited based upon many factors. Submitting an application does not guarantee acceptance to the festival. Vendors will be notified of acceptance or rejection. You will be considered a food vendor if you sell any consumable items, pre-packaged or otherwise (**this includes pop, water, juice, sports drinks, etc.**) **If you serve prepared foods, you must pay an additional fee of \$75.00 for water & gray water pumping.**

Please review the enclosed Rules, Guidelines & Information and keep them for your reference. Our goal is to create a safe and successful festival so please read these guidelines & instructions carefully, as these may have changed from previous years. We reserve the right to make changes to these guidelines & instructions during the event. Your cooperation is necessary to ensure a safe and successful festival.

Again, thank you for your interest in this year's Lapeer Days Festival. Should you have any questions please check our website [www.lapeerdays.com](http://www.lapeerdays.com), email [staff@lapeerareachamber.org](mailto:staff@lapeerareachamber.org), or call the Chamber at 810-664-6641

Sincerely,

LAPEER DAYS VENDORS & BOOTH COMMITTEE 2018

# **RULES, GUIDELINES & INFORMATION**

## **1.) Deadlines**

1. The last day to submit a booth application or make changes will be August 3, 2018. All required paper work must be received in the Chamber office by this date or application is subject to cancellation.
2. Deadline to cancel with **full refund** is July 1, 2018. After July 1, 2018 there will be no Refunds. THE LAPEER DAYS COMMITTEE RESERVES THE RIGHT TO Re-RENT SAID SPACE UPON CANCELLATION AFTER SAID DUE DATE.
3. THE LAPEER DAYS COMMITTEE RESERVES THE RIGHT TO RE-RENT SPACE WITHOUT REFUND IF VENDOR IS A "NO- SHOW" OR FAILS TO NOTIFY OF LATE ARRIVAL BY FRIDAY, AUGUST 17, 9:00 AM. Messages can be left on the Chamber of Commerce answering machine at 810-664-6641.
4. No space will be reserved without approved application.

## **2.) Booth Limitations & Measurements**

We are limited to 15 food vendors and may decline your application or limit your menu simply to offer a variety of food options during the festival.

Booth size is a minimum of 2 blocks or 10' long, a maximum of 12' from curb to center of street and 13' tall. **Your total setup must stay within the total measurement of your paid booth space.** This includes trailer hitches, doors, awnings, etc. or if you want to show product on 3 sides of your setup. Walkways must remain clear and open for safety reasons.

**TENTS & CANOPIES** – If the tent/canopy is free standing, you need to have tie downs in case of bad weather or high winds. **DO NOT** tie ropes to surrounding trees, utility poles, etc .We have found that buckets with sand to secure the ropes work well.

**SERVING AREA** - If your serving area will extend your total length, it must be included in your total booth area. All food preparation must be within your booth area.

**CANOPIES , TABLE AND CHAIRS** - Vendors are responsible to bring their own canopy, table(s) and chairs. They are **NOT** provided for you.

**NO SERVING TABLES** may be set up in the street in front of or behind any booth. A picnic area will be set up on the courthouse lawn.

### 3.) Hours of Operation

Please see a booth coordinator before setting up. You will be allowed to set up your booth after 4:00pm on the Thursday before the festival begins, after the downtown stores close. All vendor booths must be set up and all vehicles must be off the downtown streets by 10:00 am Friday.

**ALL VENDORS & BOOTHS must be open and staffed during the following times:**

Friday, August 17, 2017      11:00 am – 9:00 pm  
Saturday, August 18, 2017    10:00 am – 9:00 pm  
Sunday, August 19, 2017    10:00 am – 6:00 pm (or until final Main Stage act has finished)

**Please keep in mind that the entertainment will run until 12:00 am on both Friday & Saturday nights. You may stay open past the required hours if desired.**

**NO ONE WILL BE ALLOWED TO REMOVE THEIR BOOTH UNTIL AFTER FINAL MAIN STAGE ACT ON SUNDAY HAS FINISHED.** There will be an announcement one hour prior to the shut off of electricity. **STREETS WILL NOT BE OPENED UNTIL ALL CROWDS HAVE DISPERSED.** (Approximately 30 minutes after last Main Stage act has finished)

### 4.) Roaming Vendors

**NO ROVING VENDORS** – You may solicit in front of your booth only, up to the yellow line in the center of the street. All Vendors must have an approved application from the Lapeer Area Chamber of Commerce and be assigned a booth area. No one is allowed to walk the downtown area disbursing handouts or selling products without written permission. **THIS WILL BE STRICTLY MONITORED AND ENFORCED.**

### 5.) Security

The City of Lapeer Police Department will be patrolling the downtown areas beginning 10:00 pm Thursday through 7:00 pm Sunday. This includes overnight security.

### 6.) Trash

Vendors must supply their own trash bags for the weekend and place the trash in front of their booth for pick up at the end of each day. Vendors will be expected to keep all loose containers, trash bags, etc., away from pedestrian traffic during festival hours. **DO NOT USE THE CITY TRASH BARRELS!!** You are responsible for keeping your area neat and clean! The Street Sweeper will be sweeping the streets nightly creating a lot of dust so you may want to cover or enclose your area. Vendors need to pick up all electric cords and water hoses off the street before closing. Please clean your area and remove all debris before departing Sunday.

### 7.) Electrical Requirement

Note: A 110 Volt line has 20 Amps 2400 watts available. (Max 2 drops per booth)

A 220 Volt line has 50 amps 7200 watts available. (Max 1 drop per booth)

Electrical power is not included in the booth fee, it is an added expense. Please assess your electrical needs according to the WATTAGE requirements of your appliances, lights, etc.

**AMPERAGE WILL BE CHECKED FOR PROPER USE DURING THE WEEKEND.**

During set-up and tear down, one of our electricians must assist you with electrical hook-up / disconnect.

**THE BOOTH COMMITTEE RESERVES THE RIGHT TO REORGANIZE PLACEMENT ACCORDING TO ELECTRICAL AVAILABILITY.**

**YOU MUST HAVE A SPECIAL MALE PLUG ADAPTER (LEVINGTON CS63-65C)** This is available at any electrical supply company. If you need an adapter the day of the festival the cost is \$150.00 (if available) and will require an electrician to wire it. **THIS ADAPTER IS ONLY NEEDED FOR 220 VOLT DROPS.**



### **ELECTRICAL COST DETERMINATION**

110 volt line drop is \$75.00 per drop (2 max)

220 volt line drop is \$150.00 per drop (1 max)

### **YOU WILL NEED TO BRING THE FOLLOWING:**

- 1. A minimum of 50 feet of 12/3 heavy duty extension cord**
- 2. Duct tape**
- 3. One 2 x 4 x 8 piece of wood**

***No electrical generators are allowed in downtown Lapeer!!!!!!***

### **8.) Ice Availability**

**Ice will be available and must be purchased from the Lapeer Days Festival.** We will inform you of current prices when we have our food vendor meeting. The ice trailer will be located behind main stage.

**INDIVIDUAL ICE CHESTS ARE NOT PERMITTED.**

**NO BOOTH VENDOR MAY INDIVIDUALLY SELL ICE AT THE FESTIVAL.**

Lapeer County Health Department: Administrative Rules Pg. 44-H}

**Note: Ice shall be obtained from sources approved by the local Health Department in chipped, crushed or cubed form, in single service closed containers of bags and shall be properly stored to prevent contamination.**

### **9.) Water**

GRAY WATER MUST BE STORED IN COVERED BARRELS OR PORTABLE APPROVED GRAY WATER STORAGE CONTAINERS. GRAY CONTAINERS AND HOOK-UPS MUST BE CLEARLY MARKED WITH AN 8 ½ in X 11 in SIGN.

**Gray water dumping is NOT permitted in city streets, storm sewers or porta-johns. WATER, GREASE, OR OTHER REFUSE CANNOT BE DUMPED DOWN THE SEWER DRAINS OR ONTO THE STREET. VIOLATORS WILL BE BANNED FROM FUTURE FESTIVALS!**

On both Saturday and Sunday mornings, and at the festival closing, our septic service will come to your booth and pump out gray water. Please have your holding tanks pulled out and marked each evening. No additional pumping will be available. Vendors must have sufficient storage for all anticipated grey water needs. Vendors may also dump gray water tanks at the Water Tower Travel Trailer Park across from McLaren Lapeer Region Hospital on M-24 north of town. There may be a fee assessed and payable to the above mentioned park for gray water dumping.

Each vendor must have their own pressurized water system or the ability to be connected to portable water under pressure. Water hookups will be available from hydrants for food vendors.

## **10.) Safety Inspections**

All propane tanks must be securely fastened to prevent tipping. Heavy rubber bungees may be used, elastic bungee cords are not allowed. Electrical cords must be suspended; they cannot lie on the ground. Friday morning, the City of Lapeer Fire Chief, Police Department and Electrical Inspectors will be conducting a safety inspection of all vendor booths. We request your full cooperation.

## **11.) Vendor Space Cancellation/Re- Rental**

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4. No space will be reserved without approved application.

## **12.) Health Department Permit /Compliance with Health Department Rules**

All Food Vendors of NON PREPACKAGED items must obtain a food permit from the Lapeer County Health Department **AT LEAST 30 DAYS PRIOR TO THE EVENT.** Apply for a Permit at the **Lapeer County Health Department, 1800 Imlay City Road, Lapeer, MI 48446 Phone: (810) 667-0392 Ext. 2**

Lapeer County Health Department inspectors will be inspecting all vendors on Friday morning and spot checks throughout the festival.

**ALL VENDORS MUST ADHERE & COMPLY TO ALL HEALTH DEPARTMENT RULES.**

**There will be an additional fee payable to the Lapeer County Health Department for the food permit.**

### **13.) Accommodations & Camping**

**Absolutely no camping in the City of Lapeer unless in a licensed campground.** This includes motor homes, tents, RV's, etc. Hotels, Motels & campgrounds in the area are available as follows:

- Best Western-Lapeer Inn ..... (810) 667-9444
- Holiday Inn Express ..... (810) 245-7700
  
- Super 8 Motel (Imlay City) ..... (810) 724-8700
- M-53 Motel (Imlay City)..... (810) 724-2845
- Days Inn (Imlay City)..... (800) 325-2525
- Comfort Inn (Davison) ..... (800) 228-5150
  
- Water Tower Travel Park (1.1 miles)..... (810) 664-4296
- Evergreen Campgrounds (3.5 miles)..... (810) 664-5053
- Hill Top Campgrounds (4.4 miles)..... (810) 664-2782
- Attica Pines Campground (9 miles) ..... (810) 721-2494
- Kings Landing (Columbiaville 9.6 miles)..... (810) 793-2608
- Metamora-Hadley Recreation Area (9.6 miles) .. (810) 797-4439
- Sutter's Rec. Area (North Branch 13.1 miles) ... (810) 688-3761