

FESTIVAL ON THE BAY

AUGUST 19-20, 2016



Vendors for Petoskey's 14th Annual Festival on the Bay

We invite you to join us as a vendor for the 14th Annual Festival on the Bay. This year's event will be held Friday, August 19 and Saturday, August 20 along the waterfront in Petoskey.

Please fill out this vendor form and read the guidelines carefully. You must:

- ◆ Obtain a Certificate of Liability Insurance in the amount of \$1,000,000 each occurrence/ \$2,000,000 each aggregate. Please submit with your application and payment by June 24, 2016
- ◆ If serving food, obtain a License to Operate a Temporary Food Establishment for food.
- ◆ Submit payment for your booth by June 24, 2016. No refunds will be made after July 7.

Please make checks payable to Petoskey Regional Chamber of Commerce.

Live Music! Family Fun! Great Food! A Waterfront Festival for Everyone!

PETOSKEY WATERFRONT

PETOSKEYFESTIVAL.COM



August 19 - 20, 2016

231-347-4150

Brought to you by the Petoskey Regional Chamber of Commerce www.petoskeychamber.com



VENDOR FORM

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

e-mail: _____

Credit card number: _____ Exp: _____

Signature: _____

Booth Space & Fee (please check one):

Chamber Member Pricing _____

10' x 10' non-profit - \$150 _____

10' x 10' for-profit - \$300 _____

10' x 20' non-profit - \$200 _____

10' x 20' for-profit - \$400 _____

large trailer - \$450

Non-Chamber Member Pricing

_____ 10' x 10' non-profit - \$200

_____ 10' x 10' for-profit - \$400

_____ 10' x 20' non-profit - \$250

_____ 10' x 20' for-profit - \$450

_____ large trailer - \$500

_____ Check here if you need electricity. No generators allowed.

Please register early since space is very limited. Deadline: June 15, 2016.

Mail registration form and fee by June 24 to:

Lisa Hoyt c/o Petoskey Regional Chamber of Commerce

401 E Mitchell, Petoskey MI 49770 Or Fax to

231-348-1810

or email lisa@petoskeychamber.com

Please make checks payable to:

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VENDOR INFO

Information for All Vendors - Festival on the Bay August 19-20, 2016

Vendor Agreement - Fill out and return all forms right away to Petoskey Regional Chamber of Commerce, 401 E. Mitchell St., Petoskey, MI 49770. Phone: 231-347-4150, Fax: 231-348-1810 or email lisa@petoskeychamber.com.

Certificate of Insurance: You must provide a certificate of liability insurance in the amount of \$1,000,000 each occurrence / \$2,000,000 each aggregate and it needs to show the Petoskey Regional Chamber of Commerce as an additional insured on the policy for the two day event. Certificate of Insurance must be provided by June 24, 2016. It can be sent by fax to the Chamber at (231) 348-1810.

NEW!! Regarding the City of Petoskey Transient Business License:

The City of Petoskey is now charging \$25/day for a transient business license. A two-day City of Petoskey Transient Business License is included in your vendor fee (\$50 value). Please complete the Transient Business form and include it with your completed application. The Chamber will provide the City with all of the pertinent information and your fee.

If you will be serving food from your booth:

You must have the appropriate License acceptable to the Northwest Michigan Community Health Agency website: www.nwhealth.org. Emmet County office: 3434 Harbor-Petoskey Road, Suite A, Harbor Springs, MI 49740 (231) 347-6014 fax: (231) 347-2861

You will need a "License to Operate a Temporary Food Service Establishment", and you must apply for it at least 10 days in advance. The only exception would be for food prepared in a licensed kitchen, with no food preparation whatsoever done on site. License fee for for-profit booths is \$82.00, the fee for tax-exempt organizations is \$62.00.

Set-up Notes:

Booth locations are 10' x 10' or 10' x 20' and intended to accommodate a tent or booth. Please indicate on the attached form which space size you are purchasing. Space is available on a first-come, first served basis.

Tent stakes are **not** permitted; you must use weights.

Electrical service must be reserved in advance. (Some booth locations have electricity and some do not.)

Loading / unloading will be designated in the parking area between the baseball field and the promenade area.

The Festival opens at 12:00 noon on Friday, August 19 and 10:00 a.m. on Saturday, August 20.

Booths are expected to remain open until 9:00 p.m. on both days.



[facebook.com/petoskeyfestival](https://www.facebook.com/petoskeyfestival)



[@PetoskeyMIFest](https://twitter.com/PetoskeyMIFest)

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