

# **Y** Kalamazoo County **Youth Fair**

2900 Lake Street, Kalamazoo MI, 49048

Fair Office: 269. 383. 8778

Email: Fairgen@kalcounty.com

**DEADLINE: July 26, 2024**

*and Family Festival*  
*August 6-10, 2024*

## **Food Vendor Lease Agreement**

Please Print

### **Business Information**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Vendor Information**

Spaces Required	Type of Vendor	Rate	Electrical Needed (amps)	Water Needed (Yes/No)
	Saturday 8/10 ONLY Food Vendor Outdoor Space 25' x 25'	\$100.00/day before June 1 \$150.00/day after June 1		
	Weekly (Tue-Sat) Food Vendor Outdoor Space 25' x 25'	\$350.00/week before June 1 \$450.00/week after June 1		

### **Requirements for Food Vendors:**

\*Please provide a certificate of insurance naming Kalamazoo County as additionally insured.

\*Please attach a full menu of all items that you will be selling along with a picture of your food truck in operation.

\*Complete the Kalamazoo Township Mobile Food Vendor Application.

I have read and agree to the attached Terms, Rules, and Conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return signed agreement and payment to the Fair Office at the address listed above.

Checks should be made out to "Kalamazoo County Treasurer".

**Full payment is due by July 26, 2024 or space will be forfeited. No exceptions.**

## Terms, Rules, and Conditions of Vendor Lease

1. No other use than specified may be made of space, and no other products than those specified may be exhibited or sold without the consent of Fair Management.
2. Should the tenant fail to observe the terms of this contract, the Fair may, at their discretion, cancel all rights of the Vendor without refunding any money paid and may be escorted off the fairgrounds.
3. If the Vendor fail to use the assigned space, no refund will be made on any advance payment.
4. The Fair shall have a lien on any property of the tenant to secure any funds due the Fair for any reason.
5. Rights under this contract may not be assigned, sold, transferred, or sublet.
6. Vendor waives any claim of damages or liability against the Fair, Management, Fair Council or its agents and employees, and shall hold them harmless from loss or liability arising from this lease.
7. The Fair may at any time enter upon and inspect any portion of the premises.
8. The Vendor must take care of the premises during the lease term and leave premises in good condition.
9. Walkways, roadways, entries, passages and staircases shall not be obstructed or used for any other purposes. The Fair has full control of traffic. Vehicles will be admitted to the grounds for the purpose of servicing exhibits during the hours and under the conditions that the Fair prescribes.
10. No person shall mark, paint, drill or dig, or in any way deface the walls, ceiling, partitions, floors, or the lands of the Fair without first obtaining written permission from the Fair.
11. Vendor will do nothing on the premises that would in any way increase the rate of insurance for fire or conflict with public safety and sanitary regulations.
12. Methods of handling electricity, gas, and flammable or explosive substances shall be at all times subject to the power of the Fair to limit, prescribe, and prohibit.
13. The Vendor shall be subject to further and additional regulations or orders made by the Fair to prevent injury or damage to persons or premises or to promote the nature and reputation of the Fair as a family fair appropriate to visitors of all ages.
14. General illumination of the interior buildings and such electricity as may be needed in the demonstration of the exhibitor's products shall be furnished by the Fair without charge to the exhibitor. Vendor must furnish special and additional electrical connections for the operation of lamps, motors, signs, etc.
15. The Fair controls language, type, and placing of commercial signs and advertising.
16. **Stands and exhibits must be open to the public with a competent attendant in charge for the full period of the Fair, unless exception is specifically made in the individual case by the Fair. Future space allotment may be cancelled if the Vendor fails to occupy the premises with exhibits complete and ready for the public before the established opening time on the date of reservation. The premises must remain occupied and ready for the public for the entire period of the fair unless specific permission by the Fair is granted for early departure. The exhibitor must vacate the grounds and remove their goods, equipment and materials by 4:00pm on Sunday, August 11.**
17. No Vendors shall make such noise in connection with his place of business or exhibit that interferes with neighboring Vendors.
18. In the event of a dispute under these rules between the Fair and Vendor, or between Vendors, the Fair Management may make final binding decisions. In individual cases for adequate reason, the Fair Management shall have authority and discretion to release Vendor from any of these rules. The Fair Coordinator shall be the sole and final judge of questions and disputes that arise.
19. Tear Down Policy – Teardown will after the closing of the fair on Saturday with NO VEHICLE movement around the buildings until then. **All booths must be torn down by Sunday, August 11 at 4:00pm.**
20. **No refunds after July 26, 2024.**

## Food Vendor Information

### Payment

Full payment is due by **July 26, 2024** or space will be forfeited. No exceptions. Please make checks payable to "Kalamazoo County Treasurer".

### Insurance

Kalamazoo County policy requires all VENDORS to provide a copy of their limited liability insurance, listing the "County of Kalamazoo" as "Additional Insured" for \$1,000,000. The certificate must be on file with Fair Office no later than July 26, 2024 or space will be forfeited.

### Passes

Each Vendor Lease Agreement will include **two (2) complimentary** vehicle admission passes good for the days you're here. Vendor is responsible for distributing passes to workers in advance. The proper pass must be presented and is required each time you enter the Fair or the full gate fee must be paid. No refunds or exchanges of gate fees or tickets will be made. All Exhibitors and Vendors must enter through the main gate on Lake Street and park in the designated vendor parking area. If additional vehicle admission passes are needed, please contact the Fair Coordinator to make arrangements. **Vehicles must not be driven through the event area during operation hours. Goods must be moved to and from vendor spaces by cart during those hours.**

### Setup

**Stop at the Fair Information Tent before your booth is set up to pick up your passes and get information.** Set up will be Friday, August 9 from 4:00pm-7:00pm or Saturday, August 10 from 7:30am-9:00am. **Set up will not be allowed during fair hours.** Vendor is responsible to make sure all employees/volunteers working at the booth are in possession of their passes before the fair opens each morning or he/she will be required to pay the gate entry fee. **All food vendors must have a Class K fire extinguisher in each booth/truck.**

### Kalamazoo Township Mobile Food Vehicle Permit

Kalamazoo township requires that mobile food trucks and trailers obtain a permit prior to service. Permit applications must be submitted to the Kalamazoo Township Fire Marshal a minimum of 30 days prior to operation in order to have adequate time to arrange an inspection. Complete the attached permit application and return to the Fair Office by **July 1, 2024.**

### Hours of Operation

Food booths must be open to the public during the established days and hours. Exact hours will be confirmed by July 26, 2024. Terms of Vendor Lease Agreement state that a Vendor will remain open for the entire Fair. Anyone setting up late or leaving early will not be permitted to return the following year.

### Camping

Please call 269-383-8778 to make a reservation and make sure to identify yourself as a food vendor. Reservations begin May 1 and must be made by July 26.

**\*All booths must be torn down by Sunday, August 11 at 4:00pm.**

# Kalamazoo Township Fire Prevention Bureau Inspection Application for Mobile Food Vehicles

Name of Business Owner \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**This Vehicle has the Following Fuel and Cooking Operations**

- |  |   |                                     |                                      |   |
|--|---|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Propane (LPG) | <input type="checkbox"/> Compressed Natural Gas (CNG) | <input type="checkbox"/> Generator  | <input type="checkbox"/> Solar       |   |
| <input type="checkbox"/> Stove         | <input type="checkbox"/> Oven                         | <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Hood System | <input type="checkbox"/> Automatic Fire Suppression |

Email: \_\_\_\_\_ Website: \_\_\_\_\_

License Plate: \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_ Year Built \_\_\_\_\_

Vehicle Insurance Policy Number \_\_\_\_\_

Vehicle Insurance Provider \_\_\_\_\_

Address of Insurance Provider \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Insurance Provider Telephone ( ) \_\_\_\_\_

By signing below, I \_\_\_\_\_ affirm that all the above to be true and correct. Further, I am the responsible party for all safe operations to be conducted in the Mobile Food Vehicle listed and doing business within Kalamazoo County, Michigan.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Vehicle was inspected by, Charter Township of Kalamazoo Fire Marshal:

\_\_\_\_\_ On this date \_\_\_\_ / \_\_\_\_ / \_\_\_\_