



Food Vendor Guidelines
Michigan International Festival
March 10, 2018
4-8pm
Washtenaw Community College
Morris Lawrence Building

Application Deadline: February 10th, 2018

Thank you for your interest in the Fifth Annual Michigan International Festival. We are excited about hosting this event and looking forward to creating a signature event for the Ann Arbor Area.

As a food vendor to the Michigan International Festival, restaurants/establishments agree to the following:

Insurance:

Proof of insurance must be provided. Please attach a copy of declaration page showing valid comprehensive general liability coverage at minimum of \$1,000,000 policy limits per occurrence for Bodily Injury and Property Damage, and an aggregate limit of at least \$2,000,000 CSL.

By signing this application, vendors and all persons assisting vendors, to the fullest extent permitted by law agree to defend, pay on behalf of, indemnify, and hold harmless Rotary International, Rotary Club of Ann Arbor West and other Rotary Clubs, its elected and appointed officials, employees and volunteers and others working on behalf of the Rotary Clubs, against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Rotary Clubs by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

Food Service License:

Food Vendors shall comply with the Washtenaw County Department of Health regulations and licensing requirements. For more information, go to http://www.michigan.gov/documents/MDA_FS_Temp_FS_App_ElectronicForm_84673_7.pdf download and print a Temporary Food Service Establishment (TFE) License Application. A final copy of the TFE must be submitted to the Washtenaw County Public Health department in Ypsilanti, no later than March 1st, 2018.

Rotary Ann Arbor West
P.O. Box 3028
Ann Arbor, MI 48106
www.mifestival.org | info@rotaryannarbor.org

Cooking Equipment:

The venue does not allow cooking on premise. So please bring prepared food for consumption to the Festival. You may also bring non electric dish warmers to keep the dishes' warm during the event.

Please come prepared with all serving equipment (serving utensils, disposable plates, napkins, individually-wrapped disposable utensils, etc.). We are unable to supply any of these items.

Booth Space:

Each vendor will be supplied with a 6' x 3' table for serving. Vendor is not allowed to cook food on the premises.

Set up may begin at 5 pm. Tear down may begin at 8:30 pm. Please note that the festival ends at 9 pm. All booths, vehicles and vendor debris must be removed from the festival area by 9 PM.

Vendor is responsible for a clean booth area and for providing a trash can for inside the booth and for disposing of all garbage and recyclables as directed by the Festival. Food vendors are expected to dispose of all slop, grease, waste or 'grey' water in appropriate containers and make appropriate provisions for disposing of hot coals, if used. Vendors are responsible for disposing of this waste themselves in an appropriate manner. Small dumpsters will be on site for disposal of ordinary trash.

Sales Tax:

Reporting and paying 6% Michigan sales tax is the sole responsibility of the vendor.

Festival Procedures:

Festival attendees will purchase tickets to buy food from vendors. The rotary Clubs will manage ticket sales through on-site ticket counters. 1 ticket = \$1.00. Please provide below your recommended food structure with pricing (soda and water and other beverages will be provided and sold by Rotary):

SAMPLE BELOW

| | |
|---|-----------|
| Traditional Bratwurst (with/without bun) | 3 tickets |
| Alternative Bratwurst (ex. brat with fruit, brat with cheese) | 3 tickets |
| Non-Traditional (hot dog, turkey, tofu, etc.) | 3 tickets |
| Side Dish (baked beans, mac & cheese, sauerkraut, etc.) | 2 tickets |

The food vendor is responsible for collecting tickets during the event and turning them in at the conclusion of the festival. The Festival will write a check to the food vendor based on the number of tickets received (minus 10% of total) and send within 14 days.



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**Washtenaw Community College's
Morris Lawrence Building**

VENDOR INFORMATION:

Business Name:

Contact:

Business Address:

City: State: Zip:

Business Phone:

Email: Website:

Contact Name of person on-site during the event:

Phone Number to be used during the event:

Food Product(s):

Traditional Alternative Non-Traditional

Region /Country: _____

VENDOR FEE: 10% of proceeds from tickets collected during the event

The proceeds from the sale of food will support the Michigan International Festival. This fee includes use of venue, mentions by event emcee throughout the night and designated space within festival area as described in Food Vendor Guidelines.

RETURN APPLICATION, to the Rotary Ann Arbor West below:

I have read the Food Vendor Guidelines and agree to participate under the terms outlined.

Signature: _____ **Date:** _____
