

VENDOR AGREEMENT

**TRAVERSE COLANTHA WALKER DAIRY FESTIVAL
SUNDAY . JUNE 8, 2014 . 9:00AM TO 3:00PM
THE VILLAGE AT GRAND TRAVERSE COMMONS . TRAVERSE CITY . MI**

To register as a vendor for the Traverse Colantha Walker Dairy Festival, ("event") each vendor must complete and sign this Agreement. The original signed Agreement, along with payment for the vendor space, must be mailed or submitted to The Minervini Group offices at the address below.

Indicate Type of Vendor:

____ Food (Licensed) ____ Service/Business ____ Retail ____ Art ____ Non-Profit

Business Name:

Contact Person:

Address: _____ City _____

State: _____ Zip: _____ Business Phone _____

Cell: _____ Email: _____

Website: _____

Please indicate, in detail, the products, items, or services vendor will showcase at the event.

Vendor Space Needs:

____ 10' x 10' Early Bird! (Before April 1st) \$50 ____ 10' x 10' Space \$100

____ 8' Tables @ \$10 ____ Electricity @ \$25

Vendors must supply their own pop-up tent and chairs.

Note: Prior to the event, you will be given a layout map which will identify the general location of your booth. Set-up schedule, rain or shine, is between 7:30am and 8:30am on Sunday, June 9th. All vendors must remain at the festival from 9:00 AM-3:00 PM.

Upon Event Committee Approval, checks, cash or money order will be accepted. Please make checks payable to The Minervini Group. Payment must be made by May 1, 2014, in order to hold your space reservation. Limited space available– Reserve Early!

**THE MINERVINI GROUP, LLC . 830 COTTAGEVIEW DRIVE, SUITE 1011 . TRAVERSE CITY, MI 49684
231.941.1900 WWW.THEVILLAGETC.COM**

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TERMS AND CONDITIONS

Vendor Acceptance: In addition to the following terms and conditions, Vendor agrees to abide by all city/county/state regulations and ordinances, as well as applicable Department of Agriculture, Department of Health, food service/food preparation, ingredient identification, labeling, and licensing requirements. Vendors must prominently display licenses in their booth. The Minervini Group shall not be responsible for vendor losses as a result of non-compliance. Vendor understands and agrees that the vendor fee is non-refundable for such infractions.

Liability: Vendor shall assume full responsibility, and shall indemnify The Minervini Group, The Village at Grand Traverse Commons, and all other Village entities, personnel, staff and/or agents, for injury or illness which occurs as a result of vendor's participation. Further, The Minervini Group, The Village at Grand Traverse Commons, and all other Village entities, personnel, staff, and/or agents shall be indemnified and held harmless against any injury, loss or damage that may occur to an event attendee, vendor, vendor property, employees, family members, staff, vehicles, services, products, merchandise, equipment, or any other personnel or item. Vendor assumes full responsibility for vendor insurance coverage in the event of such losses, damages, or injuries.

Space: The vendor's space is to be used solely by the vendor that is applying for a vendor booth. Vendors cannot sublet or assign any portion of the space to another vendor.

Booths: All booths and decorations must comply with city ordinances and local fire codes. Pop-up tents must be labeled as fire retardant. Typically, the TC Fire Marshal inspects an event site, so if there are code infractions, they will ask for compliance or removal of the item.

Demonstrations: Demos and activities should be confined to your booth area, and should not interfere with neighboring vendors. For activities requiring larger areas, please contact event coordinators in advance to discuss more suitable and accessible booth locations.

Food Items/Food Products: Vendors must be duly licensed and approved to handle, sell, or dispense food of any kind for public consumption. Packaged items must be properly labeled. It is the full responsibility of the vendor to comply with Department of Health/Department of Agriculture regulations. Vendor license must be prominently displayed on the vendor booth. Food preparation and food service vendors must also adhere to regulations relating to food safety, hand washing/sanitizing, cleaning of utensils, wastewater and wastewater disposal. The Minervini Group is not responsible for providing this information. Compliance, regulations and guidelines are available at: www.michigan.gov/mda

Parking: Vendors may unload near their booths, however, all vendor vehicles must be moved, immediately after unloading, to assigned parking behind Pleasanton Brick Oven Bakery. Please do not set up your vendor booth until after you have moved your vehicle(s). A map to the event site, and the location of the designated parking area will be provided in your vendor package.

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TERMS AND CONDITIONS continued...

This Agreement must be signed and returned to The Minervini Group, with payment, on or before May 1, 2014. Vendor's signature indicates Vendor understands and agrees to the all conditions stated in this Agreement.

Vendor Signature/Authorized Signee: _____ Date: _____

FOR EVENT COMMITTEE USE ONLY

Application approved by _____ Date _____

Payment Due \$ _____ Date Paid _____

Memos: