

**2019 Kindleberger Summer Festival
Application for Food Vendor Permit**

On behalf of the following organization, I am applying for a permit to sell designated food items at the Kindleberger Summer Festival. I understand that my organization must obtain the required food vendor license from the Kalamazoo County Department of Health and Community Services if my food sales require said license. By submission of this application, my organization agrees to abide by all Festival rules and requirements as detailed on the reverse side of this application. Additionally, my organization agrees to hold harmless the Kindleberger Arts Commission (KAC), and the City of Parchment, its agents and officials against any claim of liability, damages or injury of any nature whatsoever caused in whole or in part as a result of participation in the Kindleberger Summer Festival.

Name of Organization or Vendor _____

Address: _____ City: _____, MI Zip Code: _____

Submitted by: _____ Title: _____

Phone: _____ Mobile: _____ Email: _____

Items to be sold: _____

Signature of Applicant: _____

Please mark the dates and times that your organization would like to reserve booth space:

Plays at the Stage (Set-up from 4 pm - 5 pm Wednesday, Thursday and Friday and 2 pm - 3 pm on Saturday & Sunday. Plays have an intermission and a break in-between the two plays. Also, we will encourage folks to grab food on the way out so please stay open)

___ July 10(5-9 pm) ___ July 11(5-9 pm) ___ July 12 (5-9 pm) ___ July 13 (3-8 pm) ___ July 14 (3-8 pm)

FEES (please check one) ___ Non-Profit \$40 total ___ FOOD TRUCKS \$50/night

Concerts in the Park (Set-up from 5 pm – 6 pm. Take down after show. We will encourage people to grab some food to go so stay open as long as possible after the show)

___ June 23 (5-9 pm) ___ July 21 (5-9 pm) ___ July 28 (5-9 pm)

___ August 4 (5-9 pm) ___ August 11 (5-9 pm) ___ August 18 (5-9 pm)

___ August 25 (5-9 pm)

FEES (please check one) ___ Non-Profit \$40 total ___ FOOD TRUCKS \$50/night

Arts & Crafts and Car Show. (Set-up 7 am - 9 am. Take down 3 pm - 4 pm. Please stay for the entire festival)

Lower Park July 13___ (9-3 pm) Car Show July 13___ (9-3 pm) *New* ___ July 12(9p-Midnight) Family Night

FEES (please check one) ___ Non-Profit No-Charge ___ FOOD TRUCKS \$100

Mail a completed form to: City of Parchment, Attn: KSF Food Vendor Booth Reservations, 650 S Riverview Drive, Parchment, MI 49004 by June 5th, 2019 to secure your booth space **any applications received after this date will be subject to a late fee equivalent to the booth rental price or \$20 for Festival Day nonprofit booth.

KAC reserves the right to vetting applications. Please include your site fee made payable to the City of Parchment. Reservations for sites must include the site fee and are on a first come basis.

Total Fee enclosed _____

Electrical Power Required for Your Booth? _____

If a Food vendor booth needs electrical power, please indicate here so it can be assured that capacity is available.

Questions?

Call or email Chester Emmons, Food Vendor Chairperson – 269.720.6176 or iseedeadder@gmail.com

Site number Assigned _____.

Kindleberger Summer Festival Vendor Rules & Regulations

- Food vendors must obtain a food license from the Kalamazoo County Health and Community Services Department Environmental Health Division located at 3299 Gull Road. An application may be obtained on the Internet at www.kalcounty/Eh/food-license.htm
- Festival organizers work to ensure that there is a variety of great food items for sale.
- All food items must be approved by the Food Vendor Chairperson.
- Food Vendors must provide their own tents, tables, chairs, food and serving supplies, and signs as needed
- Limited electrical power supplies are available in the park. Certain portable appliances may not be allowed due to their high power need. If there is a question, please contact the Food Vendor Chairperson listed above.
- Vendors must remove all refuse and trash from the booth area upon departure.
- Vendors must remain for the entire duration of the event so as to limit loading and unloading conflicts with Festival visitors.
- Vendors must be set-up and ready for sales to begin no later than the designated start times listed above
- Vendors must have at least one adult present at the booth at all times.
- **Where vendor booths are in close proximity to entertainment events, volunteers are requested to minimize noise that could distract from the event.**
- Vendors may park vehicles near the park temporarily for loading and unloading; vehicles must be relocated to city streets or another parking location when loading/unloading is complete; a parking map will be provided. **No parking in the grass.**
- The Kindleberger Summer Festival is a family-oriented, community event. Food vendors and their volunteers should demonstrate the highest level of courtesy and decorum at all times.
- In the event of outdoor weather conditions, NO Refunds will be given.
- Early teardown, no-show, or excessive noise during events could result in a future ban from any Parchment event.