



FOOD VENDOR APPLICATION/CONTRACT

Rock The Island has limited space available for vendors interested in selling their approved products at Rock The Island Christian Music Festival. Please read this agreement fully, and complete all information regarding your organization. Remember to send in all payments with your Vendor Agreement & Vendor Information Form. A copy will be sent back to you once this agreement is approved and signed.

(Please read carefully! There will be NO exceptions to the rules.)

APPLICATION DEADLINE: The deadline for food vendor booth application to Rock The Island is **MAY 30th** deadline for Temporary Food Vendor License is **MAY 30TH**. The fee for the application for food license is \$93 (subject to change per SCHD) to be paid to Saginaw County Health Department with application. Mail to: Saginaw County Department of Public Health, Environmental Health Services, Room 101, 1600 N. Michigan Avenue, Saginaw, MI 48602

[LINK TO ELECTRONIC APPLICATION FOR TEMPORARY FOOD VENDOR LICENSE.](#)

DEPOSIT: All first time food vendors for this event must submit a \$100 deposit with application that will be applied to sales fees after the event is over.

SET-UP: Food vendors may begin setting up on the island at 6 AM the day of the event. Set-up must be completed by 9 AM for health inspection. Booths must be open from 10AM - the close of the event. Vendor will have up to 2 hours after event conclusion to dismantle and remove all items brought to the location by Vendor. Vendor shall leave the location clean of all trash and substantially in the condition it was before vendor occupied it.

ELECTRICITY: **Must be requested and paid with application** if desired. Electricity - \$100. Vendor must provide own HEAVY DUTY EXTENSION CORDS and clearly state what type of power is required.

WATER: **Must be requested and paid with application.** Water - \$50. Vendor must supply SCHD approved hose (white) to connect. This includes use for clean up, washing, etc. There is only one water location and it will be dedicated to paid hose hook ups.

ICE: Will be available for purchase. If you will estimate you will need more than 3 bags we must know in advance to plan accordingly.

WORKSPACE: Booth space is 15' x 20' and no taller than 10'. Set-up is on pavement. Vendor supplies own canopy/tables/chairs/etc. Canopies larger than 10' x 10' will be charged \$84 per city regulation. All canopies must be fire retardant and vendor must be able to provide proof of fire retardation if requested. Vendor must supply own heavy-duty extension cords. Vendor is responsible for keeping area clean and orderly and shall comply with all applicable laws and regulations. No loud music, noise or sound amplification devices shall be used by vendor's staff at the location. Goods must be vended within the confines of booth. Booth assignments are at the discretion of Rock The Island and booths may NOT be moved without RTI permission. It is agreed that you, the Booth Holder, will hold harmless Rock The Island from all claims and liabilities for damage to property or injury to persons that occur in or about the rented or used booth space, or any failure to act, whether or not such condition, activity, or failure shall result from negligence of the party renting or using the space.

STAFFING OF BOOTHS: Booths must be staffed at all times. Workers will be clothed and groomed in a clean, neat, modest fashion and shall conduct themselves in a orderly fashion.

VENDING: **It is highly recommended that all vendors use biodegradable disposables and recyclables products whenever possible.** ALL items being vended must be submitted in application. No other items will be allowed other than items listed. Vendors may not conduct raffles or games of chance on event grounds. No partisan political or controversial materials shall be distributed or displayed at event.

TAXES: As a vendor, you are responsible for collecting any and all applicable taxes. The festival will not assume any responsibility for state, local, or federal inspection or taxes required.

COST: Aside from fees required for electricity/water/temporary license fee all vendors will pay Rock The Island \$150 flat fee in addition to the \$100 deposit. This will be collected upon conclusion of the event.

INSURANCE: It shall be the responsibility of the vendor to secure necessary insurance coverage. The exhibitor acknowledges that Rock The Island doesn't maintain insurance covering the vendor's property and it is the sole responsibility of the exhibitor to obtain business interruption, property damage, and liability coverage covering any such losses or claim.

PARKING: Two (2) food vendor parking passes will be provided for parking in designated parking area. Additional volunteer/worker passes must be requested 2 weeks prior to event at half off and no more than 4 additional passes will be distributed per vendor. All cars should be in designated parking areas no later than 9:30AM.

[LINK TO TEMPORARY FOOD EVENT PLANNING CHECKLIST](#)

ROCK THE ISLAND FOOD VENDOR CONTRACT

VENDOR NAME _____

VENDOR CONTACT NAME _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

PRODUCTS/ITEMS TO BE SOLD _____

IMPORTANT: List ALL items you wish to sell to ensure that duplicate products are not offered by other vendors.

Rock The Island Festival reserves the right to limit beverage sales should Rock The Island assume a beverage event sponsor. If vendor wishes to vend beverages RTI Steering Committee must approve them prior to application.

ELECTRICITY \$100 _____ WATER \$50 _____ SCHED (Saginaw County Health Dept.) PERMIT \$94

Type and amount of electrical needs (110v or 220v & how many) _____

Electricity/Water fees must be paid upon receipt of application/contract. SCHED Permit Application and fee must be submitted by MAY 30th to SCHED

ICE: I estimate I will need _____ bags of ice in addition to the 3 available.

VENDOR SIGNATURE/DATE

ROCK THE ISLAND REPRESENTATIVE/DATE

Please sign and mail with payment to: Rock The Island, 3023 Davenport Ave., Saginaw, Michigan 48602

FOR OFFICE USE

\$ _____ Electricity paid, type _____

\$ _____ Water paid

\$ _____ Deposit paid

\$ _____ **TOTAL PAID** **DATE** _____ **Check#** _____

_____ SCHED License