



57th Annual Festival of the Forks
Food Vendor/Truck Application
September 20-21, 2024



First Name _____ Last Name _____
 Business Name _____ MI Sales Tax ID # _____
 Address _____ City _____ State _____ Zip _____
 Phone () _____ E-mail (Required) _____

Circle one: FOOD TRUCK FOOD BOOTH

Friday Booth Fees* - Please Circle Your Selection for FRIDAY (Limited Spaces)

Set-up 12-2 p.m.; Festival 3-7 p.m.	One Space - 10'x10'	Two Spaces - 20'x10'	Three Spaces - 30'x10'
Early Bird (received by July 12, 2024)	\$40	\$55	\$70
Regular (received by August 16, 2024)	\$80	\$100	\$120

GACC Member Benefits

Receive \$50.00 Discount upon membership renewal*

*Must be a member in good standing and paying vendor. Excludes Individual/Non-Profit Org./Artist memberships.

Saturday Booth Fees* - Please Circle Your Selection for SATURDAY

Set-up 8-10 a.m.; Festival 10 a.m. - 5 p.m.	One Space - 10'x10'	Two Spaces - 20'x10'	Three Spaces - 30'x10'
Early Bird (received by July 12, 2024)	\$70	\$90	\$120
Regular (received by August 16, 2024)	\$120	\$140	\$170

*Each vendor must supply their own booth equipment/tent, tables, chairs, power cords, and electricity.

Type of food (be specific): _____
 What types of electric appliances will be used (be specific): _____

Requested location: No preference Stoffer Plaza Superior Street Erie Street

Payment Information

Payment is due with application. Application and payment must be received by July 12, 2024, for Early Bird rate. The deadline for applications will be August 16, 2024. Applications after the deadline will be put on a waiting list.

Check Payment:

Please make checks payable to: **Greater Albion Chamber of Commerce & Visitors Bureau** (Memo: Festival of the Forks)

Credit Card Payment: Visa ___ MC ___ Cardholder's Name _____

Credit Card # _____ CVV _____ Exp. Date _____

Billing Address _____ City _____ State _____ Zip _____

Amount _____ Signature _____ Date _____

Complete and return to: Festival of the Forks, P.O. Box 238, Albion, MI 49224

Website: festivaloftheforks.org Email: chamberoffice@greateralbionchamber.org Telephone: 517.629.5533



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2024 Festival of the Forks Vendor (Food Vendor/Truck) Agreement

Festival of the Forks Vendor Requirement Policy & Procedures:

- **Payment is due with application. Application must be received by July 12, 2024, for Early Bird rate.**
- Vendor spaces are available on a first come, first served basis by completing vendor application, payment, and contacting the Greater Albion Chamber of Commerce.
- Vendor numbers/placements in relation to business locations on the 2024 vendor map are not guaranteed and are an approximation.
- Final booth assignments and completed 2024 vendor map will be provided by email by Friday, September 6, 2024, all booth assignments will be final.
- Each vendor must supply their own booth equipment/tent, chairs, electrical needs, etc. **Electricity will not be provided or guaranteed.** At no time throughout the Festival are vendors to request use of electricity or other utilities from businesses located within downtown Albion.
- Each vendor must exhibit, oversee, and remove his/her own materials.
- All vendors are to be **set-up directly on Superior or Erie Streets** within their assigned vendor space up against the curb (Superior Street vendors are to be located within designated parking areas against the curb). All Stoffer Plaza vendors are to be set-up within their assigned vendor space.
- At no time throughout the Festival are vendors to be located on sidewalks on Superior, Erie and/or Cass Streets unless prior arrangements have been made with the Greater Albion Chamber of Commerce & Visitors Bureau.
- This is an outdoor event. Please come prepared for the weather conditions (no refunds).
- **There is no late admittance for vendors not set-up by Friday at 2 p.m. and Saturday at 9:30 a.m.**
- Vendors will enter the Festival at the intersection of Michigan Avenue and Superior Street in downtown Albion.
- Set-up hours for Friday: 12-2 p.m. Set-up hours for Saturday: 8 – 9:30 a.m.
- Tear-down hours for Friday: 7-8 p.m. Vendors **MUST** be torn down by 8 p.m. Tear-down hours for Saturday: 5-6 p.m. Vendors **MUST** be torn down by 6 p.m.
- Vendors **MUST** remain/exhibit until close of the Festival at 5 p.m. (failure to observe this rule may ban vendors from future Festivals).
- **Cancellation:** There is a 25% cancellation fee.
- The Greater Albion Chamber of Commerce reserves the right to refuse registration for any vendor. Vendors promoting goods and services that do not promote a family-friendly environment will be asked to leave and denied future registration/participation. Any misrepresentation of the nature of a vendor's business will be grounds for denying registration. Vendors that put Greater Albion Chamber of Commerce staff, volunteers, and/or the public in any kind of danger will be asked to leave and will be denied future registration/participation. The festival is subject to city, state, and federal orders and recommendations.

Food vendors only:

Food vendors who cook any portion of food on site and/or must keep food hot or cold are required to have a temporary license along with this Festival of the Forks application. No food licenses issued after Friday, September 6th. For additional licensing information, please contact Calhoun County Environmental Health at 269.969.6341. **Michigan Temporary Food Establishment License Applications** are available for pick-up at the Greater Albion Chamber of Commerce & Visitors Bureau office located at 403 S. Superior Street, Albion, Michigan.

- **Use of electrical roasters, frying pans, and/or Coleman stoves is limited to two (2) per 10'x10' booth.**
- Greater Albion Chamber will not provide electricity. You will need to bring a generator. No multi-outlet strips. All electrical cords must be taped down.
- Booth requests will be on a first come-first served basis. Greater Albion Chamber will have final say.
- Port-o-Johns are not food disposal units. Anyone using one for food disposal will be removed from the Festival and fined.

New for 2024: All Food Vendors will need to fill out a Mobile Food Vending Permit for the City of Albion. Contact the City Clerk's Office at 517.629.7864. Mobile Food Vending Permits are available for pick-up at the Greater Albion Chamber of Commerce & Visitors Bureau office located at 403 S. Superior Street, Albion, Michigan.

I hereby agree to the terms set forth in this application. I agree that the City of Albion, Greater Albion Chamber of Commerce & Visitors Bureau, the Festival of the Forks, its members & volunteers shall not be responsible for loss of or damage to any personal property. I understand that the deposit of my check constitutes acceptance in the show. I understand that failure to follow the Vendor Requirement Policy & Procedures stated herein can mean immediate expulsion from the Festival of the Forks.

Signature _____ Date _____

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