



2024 Food Vendor Information

August 10 & 11, 2024
Shelby Township's River Bends Park
5700 22 Mile Road, Shelby Township, MI 48317
www.shelbyartfair.org shelbyprm@shelbytwp.org

The Shelby Township Art Fair Committee strives to offer quality and variety in all aspects of this event, therefore a limited number of food vendors are selected to participate each year. In order to assure quality for visitors, we require that all food vendors post a menu with prices and any applicable licenses, certificates, or other pertinent information in their vendor area. *Not all applicants will be selected to participate at this event.*

Eligibility: Applicants must have obtained proper licenses and/or certificates, if applicable. The Shelby Township Art Fair Committee will make the decision on which food vendors will be the best fit for the fair.

Show Hours: 10:00 am to 5:00 pm on Saturday and Sunday. Set-up may begin as early as 10:00 am on Friday or on Saturday morning and must be completed before 10:00 am on Saturday.

Attendance: All food vendors are required to attend ALL DAY on BOTH DAYS of the event, regardless of weather conditions, sales, or any other situation over which the Committee has no control.

Fees: \$225, payable only after an acceptance letter is received. *Please do not send payment with your application unless a pre-acceptance letter accompanies your application.*

Food Vendor Area: Vendors will be given an area measuring approximately 15' x 30' if on grass unless other arrangements are made. Vendors placed on pavement will be assigned an area large enough for their truck/trailer and their display units, set-ups, sun/rain protection, etc. *Unless special arrangements have been made, all Food Vendors will be required to provide their own generator and water.*

Commission: No commission will be collected. All vendors are responsible for their own 6% Michigan sales tax. It is recommended that all vendors bring their Michigan tax certificate to the fair.

Liability: The Charter Township of Shelby and the Art Fair Committee are not responsible for theft, loss, or damage to displays and/or products; or for personal injury to any Art Fair visitor or participant.

Health Department Certification: All food vendors are required by law to be certified by the Macomb County Health Department or Oakland County and to display their certificate prominently, including a copy of their paper license. It is the vendor's responsibility to have their equipment, products, etc. inspected by the Macomb County Health Department and to pay the Macomb County Health Department PRIOR to the event. The health department will not take fees on the day of the event. All payments must be made IN ADVANCE. An inspector will be scheduled to be on-site prior to 10:00 am on the first day of the Fair. If the food vendor fails to comply, they will be ejected from the fair with no refund.

Include with Form: All food vendors, new and returning, must send a menu or list of items with prices to be sold and images of your tent/truck/trailer that you will be selling from.

Deadline to Apply: All applications must be postmarked or emailed by May 1 for the committee to review and make their selections. All applicants will be contacted by June 1 with the committee's decision.

Cancellation Policy: Any accepted food vendor that is unable to participate must contact the Art Fair Committee in writing for a refund by July 1. A \$10 processing fee will be deducted from the refund. No refunds will be processed after July 1.

QUESTIONS? Please call 586-731-0300 or email shelbyprm@shelbytwp.org



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PLEASE RETURN BY THE DEADLINE DATE: MAY 1, 2024
Booth fee of \$225 is not payable until after an acceptance letter is received

Please print CLEARLY so we can read it. Your business name and menu items may be listed in the Art Fair Guide.

Business Name _____

Owner/Vendor Name _____

Phone _____ Alternate Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Website _____ Email Address _____

Would you consider yourself an entrée vendor or a snack vendor? Entrée Snack

Note: Art Fair Committee may override request as an entrée or snack vendor if deemed appropriate.

PLEASE ENCLOSE MENU OR LIST OF ITEMS WITH PRICES AND A PHOTO OF FOOD TENT/TRUCK/TRAILER

PLEASE NOTE: Unless special arrangements have been made, all Food Vendors will be required to provide their own generator and water. Each booth space will measure approximately 15" x 30" unless a larger area is requested.

Location or other request _____

Type of vehicle _____ License plate # _____

Will you be parking your vehicle overnight? yes ___ no ___ NOTE: Shelby Township is not responsible for vehicles

FOOD VENDOR AGREEMENT: In signing below, I agree that the items that I will be selling at the Shelby Township Art Fair are those indicated on my entry and submitted menu information. I also state that I have proper licensing to cook and sell my products at this event. Further, I understand that any violation of this agreement may result in my expulsion from the Fair. I also understand and accept that the Shelby Township Art Fair Committee reserves the right to reject any entry or vendor, in part or in its entirety, inclusive of vendor fee.

LIABILITY WAIVER: I hereby waive and release the Charter Township of Shelby, the Shelby Township Art Fair Committee, its representatives and/or successors of all liability including theft, loss, or damage to displays, equipment and/or merchandise, and for personal injury. Further, as a participating vendor I agree to assume all responsibility for my products during and after the Fair.

NOTE: In signing below, I acknowledge that I am entering into a contract and that violation of rules listed on this entry form may result in immediate expulsion from the Fair.

Vendor Signature: _____ Today's Date: _____

Please send your completed application, menu and photo to:
SHELBY TOWNSHIP ART FAIR
14975 21 MILE ROAD SHELBY TOWNSHIP, MI 48315

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