



## **HIAWATHA TRADITIONAL MUSIC FESTIVAL FOOD CONCESSION APPLICATION**

To submit an application for a food concession at the Hiawatha Traditional Music Festival, please complete this application and return it with your deposit by April 15, 2018 to be considered for one of the ten (10) to twelve (12) Food Concessions. No exceptions please. For specific vendor questions, please contact the Hiawatha Music Co-op office at 906-226-8575.

This Food Vendor application is valid only when duly signed by the Concessionaire & an Officer of the Hiawatha Music Co-op, certifies \_\_\_\_\_ (name as it will appear on concession-share check), as a Food Concessionaire at the 40th Annual Hiawatha Traditional Music Festival, **July 20-22, 2018** at the Marquette Tourist Park. **As part of this application**, the Concessionaire hereby **submits a surety deposit of \$100**. The Concessionaire will not be considered for a concession site at the Festival until this deposit is received by the Hiawatha Music Co-op. Applicants **who are not selected for the Festival and who do not receive a signed copy of this application**, this surety deposit will be returned via mail on **May 15, 2016**.

For Applicants who are selected for the 2018 Festival and receive a signed copy of this application, this Surety Deposit will be returned by mail after the site has been checked by the clean-up crew on the Monday following the 2018 Festival.

**As an accepted Food Concession Vendor, the surety deposit is forfeited in any of the following events:**

-Concessionaire does not participate in the Festival.

-Concessionaire accepts **any form of payment, including cash, other than Hiawatha Festival tokens**.

-Concession site is not cleaned of vehicles, trailers, etc, and all debris by **12 Noon on Monday, July 23, 2018**, in which case the deposit will be retained by the Hiawatha Music Co-op. Any additional expenses incurred due to not removing equipment, garbage, etc. will be billed to the concessionaire. The standard charge by the City is \$100 per day.

**If selected for the Festival (Please Choose Only One Concessionaire Type):**

A For-Profit Concessionaire agrees to pay the Hiawatha Music Co-op **12% of gross revenues** from any/all sales at the Festival. That concessionaire will receive

- **two (2) free weekend passes** to the Festival. (All other day or weekend passes needed by the Concessionaire will be at the price of Advanced or Gate tickets.)
- **One on-site (1) vehicle parking pass** will be made available per vendor.

**OR**

A For-Profit Concessionaire agrees to pay the Hiawatha Music Co-op **15% of gross revenues** from any/all sales at the Festival. That concessionaire will receive

- **four (4) free weekend passes** to the Festival. (All other day or weekend passes needed by the Concessionaire will be at the price of Advanced or Gate tickets.)
- **One-on site (1) vehicle parking pass** will be made available per vendor.

**OR**

A recognized Non-Profit Organization agrees to pay the Hiawatha Music Co-op **10%, of gross revenues** from any and all sales at the Festival and will receive

- **two (2) free Festival passes**. (Non-Profit documentation required). All other day or weekend passes needed by the Concessionaire will be at the price of Advanced or Gate tickets.
- **One on-site (1) vehicle parking pass** will be made available per vendor.

**IMPORTANT NOTE:** It is also agreed that **all such sales shall be transacted using the medium of exchange provided by the Hiawatha Music Co-op for the Festival** in the form of wooden tokens (**\$5, \$1 and 25-cent** denominations) for which the concessionaire will be reimbursed by check, less the above noted fee, on the first Friday following the Festival. Food prices must be set in increments of 25-cents. Important to Note: Each Concessionaire is responsible for remitting 6% sales tax to the Michigan Department of Treasury. A list of all Festival Concessionaires will be submitted to the Michigan Department of Treasury. Please note: Any vendor accepting cash for payment will be asked to leave the Festival immediately, and will forfeit their deposit.

The Concessionaire shall absolutely NOT proceed with the sale of food and beverages until the following is completed:

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1. Concessionaire has been inspected by on-site licensed Electrician (Thursday night or early Friday morning)
2. Concessionaire has been inspected by the Marquette County Health Department
3. Marquette City Fire Marshall.

Inspections occur at approximately 11:30 AM on Friday morning. All vendors are expected to be ready for inspection at this time. Gates open at 1PM on Friday. Festival tokens will be made available prior to 1pm, Friday, July 20. No prior sales. NO Exceptions!

**ALL VENDOR CANOPIES MUST BE FIREPROOF BY ORDER OF THE MARQUETTE FIRE DEPARTMENT.**

It is further agreed that the concessionaire shall abide by all Public Safety and Health Laws, and all rules and regulations of Marquette Tourist Park and Hiawatha Traditional Music Festival. Excessive use of alcohol and the use of illegal drugs is prohibited. Concessionaires are expected to respect the family atmosphere of this Festival and will speak/act in an appropriate manner to Festival guests, workers and volunteers.

**\*\*\*HEALTH DEPARTMENT REQUIREMENTS\*\*\*:** The Marquette County Health Department requires each concession booth to obtain a temporary Food Service License in order to serve food to the general public. We require that you have this license with you at the concession grounds. **\*\*\* Each Vendor is responsible to have their temporary FOOD SERVICE LICENSE on site for the MCHD Inspector. You must obtain this license prior to the Festival; without it you will not be cleared to operate.\*\*\***

**\*\*\*THIS LICENSE MUST BE OBTAINED IN ADVANCE OF THE FESTIVAL, AND APPLICATION MUST BE MADE IN PERSON.\*\*\*** The Marquette County Health Department charges \$58 plus state surcharges for this license if it is obtained 30 days or more before the event. The Health Department charges \$83 plus state surcharges for this license if obtained less than 30 days before the event. Contact the Marquette County Health Department (906) 475-4195 to make an appointment. All vending operations MUST comply with Michigan's Design Operation Criteria for temporary food service establishments, Type I, Type II or Type III as issued by the Marquette County Health Department.

**NO BEVERAGES ARE TO BE SOLD IN GLASS CONTAINERS:** It is agreed that any violation of the above referenced conditions shall be grounds for immediate dismissal from the Festival and forfeiture of deposit.

**NO PETS ALLOWED.**

**NO EXCEPTIONS!**

**NO TOBACCO or ALCOHOL SALES!**

**SECURITY, PROPERTY LOSS OR DAMAGE:** Regular police patrols and park supervision will take place in the park during the Festival, as well as Volunteer Security on site. Hiawatha Music Co-op will not be responsible for any property damage or loss.

**PARKING:** One parking pass will be provided for each concessionaire to park on site. Parking is very limited on site. Additional parking passes are available at the regular price prior to the Festival opening.

**WATER:** A sink is available behind the rest rooms in the vending area. The water facilities are for equal use by ALL vendors. Please be respectful of the other vendors, both with your use and disposal of your water.

**ELECTRICITY:** The Hiawatha Music Co-op will provide 110-volt service for each concession booth from a central location. **You should bring at least two 20-30 foot heavy duty, 3 prong grounded extension cords. If you have additional electrical needs, including 220-volt needs, please include detailed information on the last page of this application.**

We will have a limited amount of 220-volt service on a pre-arranged basis, and we must have this information no later than June 1, 2018 . **PLEASE NOTE: No power will be available after 12 noon, Monday, July 23, 2018, for take down if needed.**

**SET UP:** You can begin setting up your booth Thursday, July 19 2018 after 5pm or after 7 AM Friday morning, July 20, 2018, and your concession **must be removed NO later than 12 NOON, Monday, July 23 2018.** Any Food Concession operation not removed by the Noon Deadline on Monday will forfeit their deposit. In addition, each Food Concession should plan to provide for their rain protection.

**\*\*\*\* The Marquette Fire Dept. requires that all tenting materials or tarps must be fireproof.** They also require booths set up for cooking have a fire extinguisher 3 to 5 lbs. in size with a 1 or 2 A rating for ordinary combustibles, 10 or 20 B for oil and grease fires, and a C

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rating that means it's good for use on charged electrical fires. Please contact the Marquette Fire Marshal if you have questions about your set-up. **PLEASE NOTE:** The Fire Department may be able to loan you an extinguisher for the weekend, if you do not have one. Please indicate in advance if you will need for a fire extinguisher. **Yes, I will need a fire extinguisher**       

**PLEASE NOTE:** The number of picnic tables in the park is extremely limited. Those provided are for the use of your customers only and are NOT to be used within, behind or next to your food concession site. **No exceptions please.**

**CLEAN UP: The Concession site must be free of all debris by 12 noon, Monday, July 23, 2018.** All trash must be placed in the trash dumpster near the Concession area. Ashes or compost material must be placed in an area specified by the Tourist Park Campground Manager. **Failure to clean up the Concession site will result in forfeiture of surety deposit.**

**Contract Rider:** Due to the limited number of campsites at the Festival, concessions workers who want to camp at the Festival must notify Hiawatha **in advance of Festival** with the following information: Regular camping fees apply.

-How many tents they will need to put up – i.e., **how many tent tags**. A limited number of tent tags for Concessions are available.

-In which area they wish to camp (see map of camping areas A-E). Camp space is limited. Requested camp sites will be made when available/possible.

-Camp registration tags, parking pass(es) & one (1) Festival parking pass will be included in your Vendor Packet from Hiawatha.

**IMPORTANT NOTE: ALL concessionaires, workers, etc., must visibly wear a 2018 HMC Festival wrist band to be on-site at the Festival.** Any and all persons without an appropriate colored wristband will be asked to leave the site immediately.

Campsites are on a first-come, first-served basis. Camping arrangements may be made later by calling the Hiawatha office at (906) 226-8575, but available sites will be limited as Festival time approaches.

The Concessionaire understands that completion of this application does not create a contractual agreement. Completion of this application and submission of a deposit does not guarantee a booth at the Festival until it is signed by an officer of the Hiawatha Music Co-op and returned to the concessionaire.

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Concessionaire Signature, Title \_\_\_\_\_ Date \_\_\_\_\_

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Name of Business or Organization **AS IT SHOULD APPEAR ON CONCESSION-SHARECHECK**

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

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Representative/Contact Person (please print clearly) \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: This application is not a valid concession contract unless it is returned to the concessionaire with the signature of a HMC representative and unless a \$100 surety deposit accompanied the application. This Vendor is**  
(check one)  Non-profit  For-profit, pay 12%  For profit, pay 15%

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**ADDITIONAL INFORMATION TO BE SUBMITTED WITH THE APPLICATION**

**Vendor Name:** \_\_\_\_\_

**MENU as follows (to be approved):**

**PLEASE NOTE: Only those food items listed & APPROVED will be allowed to be sold in your booth. Be clear & specific regarding your Menu. HMC will make every effort to avoid duplicate menu items among Vendors.**

▶ **Type of cooking equipment and *electrical supply* required/plan to use – Be Specific: 110v \_\_\_ 220v \_\_\_**

▶ **TYPE & SIZE of structure(s): Total Width (Facing Walkway/Road) x Total Length (Depth back from Walkway):**

**Be Specific of Width! << Your Structure (Total Width x Length/Depth) >> Be specific of Depth!**

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**Walkway**

**(Include tow extension and awning/canopy as appropriate)**

▶ **Special Needs you may have: (Please include Number/Type/Size of vehicles, Number/Type/Size of campsites requesting, etc.) Additional vehicles, size & space needs. Please be Very Specific on your CAMPING NEEDS:**

**Hours Open at the Festival: Friday: \_\_\_\_\_ Saturday: \_\_\_ to 11 PM Sunday: \_\_\_ to 11 PM  
Saturday AND Sunday morning breakfast hours: \_\_\_\_\_ to \_\_\_\_\_ pm**

Subject to these conditions, each Concessionaire shall be provided space at the Festival in an area mutually agreed upon and such utilities as are available for sharing between concessions. The Concessionaire will receive either two or five free, weekend passes to the Festival, depending on the percentage of gross sales the Concessionaire chooses to pay. The Concessionaire is responsible for purchasing the appropriate number of Festival tickets for additional Concession workers. These may be one-day or weekend passes. Your Contact at the Festival Site will provide you with contact information on site. All questions, concerns & needs should be direct toward the Contact provided Hiawatha Office 906-226-8575. During the Festival you will be in contact with our Food Concession Coordinator and Monitor

▶ **Other Relevant Information or Requested Considerations (Including vehicles, mobile homes, etc.)**

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