

# FESTIVAL ON THE BAY

AUGUST 18-19, 2017



## Vendors for Petoskey's 15th Annual Festival on the Bay

We invite you to join us as a vendor for the 15th Annual Festival on the Bay. This year's event will be held Friday, August 18 and Saturday, August 19 along the waterfront in Petoskey.

Please fill out this vendor form and read the guidelines carefully. You must:

- ◆ Obtain a Certificate of Liability Insurance in the amount of \$1,000,000 each occurrence/ \$2,000,000 each aggregate. Please submit with your application and payment by June 23, 2017
- ◆ If serving food, obtain a License to Operate a Temporary Food Establishment for food.
- ◆ Submit payment for your booth by June 23, 2017. No refunds will be made after July 3.

Please make checks payable to Petoskey Regional Chamber of Commerce.

**PETOSKEY WATERFRONT**

Live Music! Great Food! Family Fun!  
A Waterfront Festival for Everyone!

**PETOSKEYFESTIVAL.COM**

August 18 - 19, 2017

Brought to you by the Petoskey Regional Chamber of Commerce  
231-347-4150 [petoskeychamber.com](http://petoskeychamber.com)



# VENDOR FORM

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Exp: \_\_\_\_\_

Signature: \_\_\_\_\_

## Booth Space & Fee (please check one):

Chamber Member Pricing \_\_\_\_\_

10' x 10' non-profit - \$150 \_\_\_\_\_

10' x 10' for-profit - \$300 \_\_\_\_\_

10' x 20' non-profit - \$200 \_\_\_\_\_

10' x 20' for-profit - \$400 \_\_\_\_\_

large trailer - \$450

Non-Chamber Member Pricing

\_\_\_\_\_ 10' x 10' non-profit - \$200

\_\_\_\_\_ 10' x 10' for-profit - \$400

\_\_\_\_\_ 10' x 20' non-profit - \$250

\_\_\_\_\_ 10' x 20' for-profit - \$450

\_\_\_\_\_ large trailer - \$500

\_\_\_\_\_ Check here if you need electricity. No generators allowed.

**Please register early since space is very limited. Deadline: June 23, 2017.**

Mail registration form and fee by June 23 to:

Lisa Hoyt c/o Petoskey Regional Chamber of Commerce

401 E Mitchell, Petoskey MI 49770 Or Fax to

231-348-1810

or email [lisa@petoskeychamber.com](mailto:lisa@petoskeychamber.com)

Please make checks payable to:

Petoskey Regional Chamber of Commerce.

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# VENDOR INFO

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## Information for All Vendors - Festival on the Bay August 18-19, 2017

**Vendor Agreement** - Fill out and return all forms right away to Petoskey Regional Chamber of Commerce, 401 E. Mitchell St., Petoskey, MI 49770. Phone: 231-347-4150, Fax: 231-348-1810 or email [lisa@petoskeychamber.com](mailto:lisa@petoskeychamber.com).

Certificate of Insurance: You must provide a certificate of liability insurance in the amount of \$1,000,000 each occurrence / \$2,000,000 each aggregate and it needs to show the Petoskey Regional Chamber of Commerce as an additional insured on the policy for the two day event. Certificate of Insurance must be provided by June 23, 2017. It can be sent by fax to the Chamber at (231) 348-1810.

### **NEW!! Regarding the City of Petoskey Transient Business License:**

The City of Petoskey is now charging \$25/day for a transient business license. A two-day City of Petoskey Transient Business License is included in your vendor fee (\$50 value). Please complete the Transient Business form and include it with your completed application. The Chamber will provide the City with all of the pertinent information and your fee.

### **If you will be serving food from your booth:**

You must have the appropriate License acceptable to the Northwest Michigan Community Health Agency website: [www.nwhealth.org](http://www.nwhealth.org). Emmet County office: 3434 Harbor-Petoskey Road, Suite A, Harbor Springs, MI 49740 (231) 347-6014 fax: (231) 347-2861

You will need a "License to Operate a Temporary Food Service Establishment", and you must apply for it at least 10 days in advance. The only exception would be for food prepared in a licensed kitchen, with no food preparation whatsoever done on site. License fee for for-profit booths is \$82.00, the fee for tax-exempt organizations is \$62.00.

### **Set-up Notes:**

Booth locations are 10' x 10' or 10' x 20' and intended to accommodate a tent or booth. Please indicate on the attached form which space size you are purchasing. Space is available on a first-come, first served basis.

Tent stakes are **not** permitted; you must use weights.

Electrical service must be reserved in advance. (Some booth locations have electricity and some do not.)

Loading / unloading will be designated in the parking area between the baseball field and the promenade area.

The Festival opens at 12:00 noon on Friday, August 18 and 10:00 a.m. on Saturday, August 19.

Booths are expected to remain open until 9:00 p.m. on both days.



[facebook.com/petoskeyfestival](https://www.facebook.com/petoskeyfestival)



[@PetoskeyMIFest](https://twitter.com/PetoskeyMIFest)

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