

Litchfield Sweet Corn Days Festival Participant Rules and Regulations

*** PLEASE READ ALL THE FOLLOWING INFORMATION CAREFULLY
BEFORE APPLYING ***

Event Hours and Dates

The Sweet Corn Days Festival is held annually on the third weekend in August. The festival will be located in Downtown Litchfield, Michigan. The Sweet Corn Days Festival is an outdoor event that will be held rain or shine. There will be no rain dates. Participant booths are permitted during the following day/time:

- Saturday, August 19, 2023: 9 a.m. – 4 p.m.

Space

- Single booth spaces are 10' x 10'. Double booth spaces are 20' x 10'.
- Participants are responsible for their own booth setup & supplies needed. Tents, tables, chairs, and equipment are not provided by the event.
- All tents should be firmly secured in case of wind. The festival takes place on a paved surface which prohibits the anchoring of supports into the ground. A system such as buckets filled with concrete may be used. Participants are prohibited from driving any nails or stakes into the pavement. Participants set up in Central Park may use stakes in the grass to secure tents.
- Not all participants are guaranteed a booth placement within Central Park.
- All displays must be maintained within your designated area and cannot extend into walking aiseways or neighboring booth spaces.

Set Up and Clean Up

- Participants are permitted to set up during the following days/times:
 - Friday, August 18, 2023: 4 p.m. – 7 p.m.
 - Saturday, August 19, 2023: 6 a.m. – 8:30 a.m.
- Event personnel are not responsible for helping with booth set up or take down.
- Each participant is responsible to clean up their booth space after the event. All trash must be removed.

Load-In Procedures

- Event personnel will be in the set up area to direct participants and answer any questions.
- No vehicles will be allowed in the event area later than 8:30 a.m.

Load-Out Procedures

- No vehicles shall be allowed in the event area before 5 p.m. on Saturday, August 19, 2023.
- If participants choose to load-out before 5 p.m. on Saturday, August 19, 2023, they will not be allowed to bring a vehicle into the event area.

Participant Parking

- Parking for participants is available near the event area within a short walk.
- Parking information will be available before the event. Contact Lauren Skelly at the Litchfield City Office for more information.

Rules and Expectations

- Participant acceptance is based on the understanding that you will participate only in the manner that you have designated on your application.
- The Sweet Corn Days Festival and its volunteers have the right to terminate participation at its sole discretion.
- Participants may not sell or distribute products that may disrupt the event.
- Participants may not sell or distribute products that are vulgar, defamatory, invade the privacy of others, or infringes on a copyright.

Participant Conduct

All participants must conduct themselves in a courteous, polite, and professional manner.

Participant Application

A completed application is not a guarantee of acceptance. Previous attendance is not a guarantee of acceptance. The Sweet Corn Days Festival reserves the right to deny any application without explanation.

Liability

Participants shall indemnify and hold harmless the City of Litchfield, Litchfield Rotary, Sweet Corn Days Festival, its employees, volunteers, members, and agents against all loss, damage, and expense, including attorney fees, that they may sustain or become liable for on account of injury to or death of persons, or damage to or destruction of property arising out of the actions or omissions of Participant or its members participating, working, or volunteering on the Participant's behalf at the event.

Health Liability

An inherent risk of exposure to Covid-19 exists in any public place where people are present. Covid-19 is an extremely contagious disease that can lead to severe illness and death. By visiting and participating in the Sweet Corn Days Festival, all persons are voluntarily assuming all risks related to exposure to Covid-19 and other illnesses.

The Sweet Corn Days Festival is taking all necessary preventative steps and precautions recommended by government health agencies. Participants agree not to hold the City of Litchfield employees and board members, Litchfield Rotary members, and the Sweet Corn Days Festival committee members and its volunteers legally responsible for contracting or suffering the consequences of any illness or communicable disease while attending or participating in the event and will not knowingly participate in the event if they, or any of their employees, are known to have Covid-19, been exposed to Covid-19 in the 14 days prior to the event, or are exhibiting any symptoms consistent with Covid-19.

Questions?

Contact Lauren Skelly at the Litchfield City Office by email at deputy@cityoflitchfield.org or by phone at 517-542-2921 ext. 122.



Litchfield Sweet Corn Days Festival Event Participant Application

Business/Group Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Alt. Phone: _____

Email: _____

Nature of Activity: _____

Registration Fees for Non-Residents:

Check One

Single Space 10' x 10' \$25.00

Double Space 20' x 10' \$40.00

Booth Space for Litchfield City Residents: Check One

Single Space 10' x 10'

Double Space 20' x 10'

Applications must be received by August 1, 2023.

I have read and understand the rules and regulations.
(You **MUST** acknowledge that you have read and understand the rules and regulations.
Not checking this box will result in the unacceptance of the application.)

Signature _____

Date _____

Applications can be mailed/delivered to:
Sweet Corn Days Festival
221 Jonesville Street
P.O. Box 236
Litchfield, MI 49252

Questions? Contact Lauren Skelly at
the Litchfield City Office
Phone: 517-542-2921 ext. 122
Email: deputy@cityoflitchfield.org

INTERNAL USE ONLY:

Date Application Rec'vd: _____

Approved: Y N