

# Litchfield Sweet Corn Days Festival Food Vendor Rules and Regulations

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

## **Vendor 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 and no refunds. Food vendor sales are permitted during the following day/time:

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

## **Space**

- Single vendor spaces are 10' x 10'. Double vendor spaces are 20' x 10'.
- Vendors are responsible for their own booth setup & supplies needed. Tents, tables, chairs, and equipment are not provided by the event or its sponsors.
- 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. Vendors are prohibited from driving any nails or stakes into the pavement.
- Electricity is available for food vendors to use. You must bring your own cords and supplies.

## **Registration Fees**

- Registration fees for a single food vendor space are \$50.00 and \$75.00 for a double food vendor space.
- Payments can be made in person at the Litchfield City Office or mailed to Sweet Corn Days Festival, 221 Jonesville Street, P.O. Box 236, Litchfield, MI 49252.
- Payments will be accepted in the form of cash, check, or money order. Checks should be made payable to Sweet Corn Days Festival.
- All payments and applications must be received by August 1, 2023.

## **Booth Placement**

- Booth/food truck/trailer spaces are first-come-first-serve and will not be held for vendors.

### **Set Up and Clean Up**

- Vendors 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 vendor is responsible to clean up their booth space after the event. All trash must be removed.

### **Vendor Load-In Procedures**

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

### **Vendor Load-Out Procedures**

- No vehicles shall be allowed in the event area before 5 p.m. on Saturday, August 19, 2023.
- If vendors 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.

### **Vendor Parking**

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

### **Food Vendor Rules and Expectations**

- Food vendors who cook any portion of food on-site and/or have to keep food hot or cold are required to have a temporary license along with this Sweet Corn Days Festival application. No food licenses issued after August 1, 2023, will be accepted. For additional licensing information, please contact Hillsdale County Environmental Health at 517-437-7395 ext. 311.
- Vendor acceptance is based on the understanding that you will sell only those items listed on your application. You may not sell any additional items without our express written consent. If the event personnel specify that you may not sell certain items, they must be omitted from your product line.
- Vendors are responsible for their goods, supplies, and equipment. It is recommended that the vendor maintain proper insurance coverage over merchandise and booth display/equipment.
- The Sweet Corn Days Festival has final approval of sale items. Vendors will be notified if it is determined that specific items will not be allowed for sale at the festival.

## **Food Vendor Rules and Expectations, Continued**

- The Sweet Corn Days Festival and its volunteers have the right to terminate vendor participation at its sole discretion. No refunds will be given in the event of termination.
- Vendors are responsible for providing any and all necessary equipment for their operations. All equipment must meet Hillsdale County and State of Michigan safety and health standards.
- Vendors must provide separate and proper disposal methods of grease.
- Vendors may not sell or distribute alcohol.
- Vendors are responsible for all monetary exchanges associated with their merchandise, including but not limited to the collection and payment of taxes associated with all merchandise sales as required by State law.
- No pets are allowed in the food booth/food truck/trailer.

## **Inspections**

- All food vendors will be inspected by a Hillsdale County Health Inspector.
- Vendors will not be permitted to begin their vending operations at the festival until their food and beverage vending operation has been inspected and determined to be in compliance with the Hillsdale County Health Department regulations.

## **Vendor Conduct**

Vendors are responsible for their employees and volunteers. All vendors, their employees, and volunteers must conduct themselves in a courteous, polite, and professional manner.

## **Vendor Refund Policy**

A completed application is your commitment to the event. No refunds will be made for cancellations or removal for cause.

## **Vendor 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. Should any entry fees not clear our account or not be paid in full, your application will be denied and you will have no right to participate in the event. Deposits associated with unaccepted applications will be returned to the vendor no later than September 1, 2023.

### **Liability**

Vendors 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 Vendor, its subcontractors, or individuals working or volunteering on the Vendor'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. Vendors 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 before 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](mailto:deputy@cityoflitchfield.org) or by phone at 517-542-2921 ext. 122.



# Litchfield Sweet Corn Days Festival Food Vendor Application

Business Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

List all menu items to be served: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will you require electric power?  Yes  No  
 If yes, what type of appliances will be used? \_\_\_\_\_  
 \_\_\_\_\_

How many appliances are being used? \_\_\_\_\_

Registration Fees:	Check One
Single Space 10' x 10'      \$50.00	<input type="checkbox"/>
Double Space 20' x 10'    \$75.00	<input type="checkbox"/>

**Applications and fees must be received by August 1, 2023.**

**Registration fees are non-refundable upon acceptance.**

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
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**INTERNAL USE ONLY:**

Date Application Rec'vd: \_\_\_\_\_ Date Payment Rec'vd: \_\_\_\_\_  
 Payment Type (Circle One): Cash - Check - Money Order  
 Check #: \_\_\_\_\_ Payment Amount: \_\_\_\_\_  
 Approved:      Y      N