



# Michigan Chicken Wing Festival 2023 Vendor Application

This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.

**\$25 late registration fee for applications received after 7/15/2023**

**Adado Riverfront Park** – 300 N. Grand Ave., Downtown Lansing, MI  
September 2<sup>nd</sup> & 3<sup>rd</sup> - Saturday & Sunday – 2pm – 9pm

Website: [www.michiganchickenwingfestival.com](http://www.michiganchickenwingfestival.com)

Contact Person \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email (required) \_\_\_\_\_  
 Fax \_\_\_\_\_ FEIN/IDOR# \_\_\_\_\_ (non-profits)  
 Method of Payment: [ ] Cash [ ] Check [ ] MasterCard [ ] Visa [ ] Discover  
 Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code \_\_\_\_\_  
 Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

**BOOTH INFORMATION** (Please type or print legibly)

Booth space is NOT reserved until full payment and a signed form is received. Booths are assigned on first come, first-served basis. List and describe products/services – **NO Waters or SODA DRINKS VENDING ALLOWED. ONLY the Festival Booth (The Chill Spot) has permission to sell these items.**

\_\_\_ Booth will have music (amplified music is not allowed) Ex: (Strict limitations apply. Wing Festival Committee must approve music in advance).

**VENDOR CATEGORY AND BOOTH FEES** (See reverse side for definitions)

**NOTE: Previous vendors get a \$50 discount off vendor fees**

- \_\_\_ Nonprofit, Craft/Handmade, 10' x 10' = \$125 (Nonprofits must attach a copy of 501(c)3)
- \_\_\_ General, Merchant, 10' x 10' space = \$350
- \_\_\_ Food Vendors – 10' x 10' space = \$400
- \_\_\_ Food Trucks – 10' x 20' space = \$475
- \_\_\_ Promotional, 10' x 10' space = \$525 (Vendors)
- \_\_\_ Corporate/Franchise Vendors – call for price
- \_\_\_ Each additional space – 10'x10' = \$100 or \_\_\_\_\_ Total Registration Fee due with application



Michigan Chicken Wing Festival

## 2023 Vendor Application

**\$25 late registration fee for applications received after 7/15/2023**

### VENDOR CATEGORY AND BOOTH FEES (CONTD.)

Application will not be processed, and space will not be secured until full payment and signed application form is received. Application and payment should be mailed to:

**Michigan Chicken Wing Festival, P.O. Box 80542, Lansing, MI 48908. Please make all checks payable to Michigan Chicken Wing Festival.**

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines below. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary.

\_\_\_\_\_ I have read, understand, and will comply with the rules and guidelines set forth.

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

VENDOR PARTNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(if applicable)

### ITEMS VENDING: **(No Drink Vending – pop or water or flavor waters)**

1)	2)
3)	4)
5)	6)
7)	8)
9)	10)

### DO NOT WRITE IN THIS SPACE – FESTIVAL STAFF ONLY

<b>APPROVAL:</b> ____ YES      ____ NO (list of items not approved)    Festival Staff: _____
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### VENDOR RULES AND GUIDELINES

Vendor Applications MUST be completely filled out, signed and submitted with supporting documentation by August 1, 2023, Michigan Chicken Wing Festival (MCWF) and Against All Odds Foundation (AAOF) Phenomenal Entertainment, Ltd. (PE) are not responsible for applications that do not include the necessary documentation. Vendors filing late applications will be assessed a \$25 late fee which is due with the application. Vendors with outstanding debt to the MCWF will not be allowed to participate until outstanding financial obligations are rectified.

**SET-UP Friday – 9/1: Food Vendors – 9:30 a.m., and Craft/Merchandise at 2:30 p.m., Load-Out at end of festival closing hours on Sunday night.**

### VENDOR CATEGORIES AND FEES NONPROFIT

Nonprofit organizations must provide verification of nonprofit status and a copy of the organization's 501(c) 3. Handmade vendors must sell items made only by the applicant (no resale).

### GENERAL MERCHANT

Vendor purchases and resells merchandise.

### **FOOD VENDORS will be responsible for their own payment options to attendees!**

Tent Space (10'x10') - Food Vendors - \$400 + electric

\*Food Truck Vendors - \$475 + electric (ranges from \$50 - \$150+ - depending on your plug)

NOTE: Generators are allowed in the park; no extra gas cans are allowed, you will have to refill your generator at the beginning of each day. **Electrical fees MUST be paid before connecting.**

### PROMOTIONAL

For-profit organization exhibiting at the event to market or promote their company, product or service. Submission of a Vendor Application does not guarantee participation in the event. All applications are reviewed by the Michigan Chicken Wing Fest Committee and notified of their acceptance. Any vendor not approved for the festival will be notified and will receive a full refund of all application and equipment fees

### BOOTH REQUIREMENTS

**• Exclusivity is NOT guaranteed to ANY participant.**

- Booth space is NOT assigned and reserved until payment and signed application is received.
- Booth spaces are assigned on a first come, first-served basis. Vendor locations are non-negotiable.
- Vendors may NOT move their booth space at any time throughout the festival. • Vendors are responsible for their own signage, tents, tables and equipment; vendors must provide their own lights. There is a \$25 electrical fee for use of the electrical panels for tent vendors.

\*Food trucks vendors see charges above.

- Canopies must be properly weighted down 40 lbs. or more attached per leg), and vendors should lower and properly secure their canopies overnight. All tents must be fire rated according to the Fire Marshal and will be inspected by the Fire Marshal.
- Participants may ONLY market from their assigned space.
- Vendors may share a booth, but vendor must both sign the contract, no food & merchandise mix. Must vend only food or merchandise.
- NO water or soda sales are permitted. Any Vendor doing so will be closed without warning.
- All vendors must comply with City and State guidelines, and Vendors selling food requires a special licensing. Food Vendors must contact Ingham Environmental Health Department before submitting vending application.
- Michigan Chicken Wing Festival is meant to reflect Michigan at its best. Each vendor is required to empty garbage and recyclables appropriately in the festival provided dumpsters. Vendor space must be kept clean and free of debris. A Michigan Chicken Wing Festival Staff/Volunteer member will periodically monitor and review the space for cleanliness. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth. Violators will be fined a minimum of \$50 for noncompliance.
- Vehicles are only allowed on-site for setup prior to the start of the event and for tear-down after the festival has closed. You will be notified when it is safe to bring your vehicle on site. All vendors will receive a confirmation email regarding load-in and load-out times and parking arrangements, if any, for vendors. Each vendor must adhere to the established guidelines.
- It is advised that all vendors have a plan for safe handling of money (i.e., the periodic removal of cash from the area and a secure method for maintaining cash on site). Please plan accordingly.
- In an effort to protect your space and effectively maintain the cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to “close the booth” utilizing tent sides. Vendors who do not adhere to this policy will be fined \$25 per day.

## GENERAL

- All Michigan Chicken Wing Festival participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any vendor found in violation of these rules can be fined and immediately removed from the festival and prosecuted at the Michigan Chicken Wing Festival administrative staff discretion.
- MCWF, AAOF, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or after the period covered by the vending contract. The vendor signing this contract expressly releases all claims from such loss, damage or injury.
- MCWF and AAOF are not liable for injury or litigation arising from the products/services you or your company offer to the public. Products offered must comply with applicable state and federal laws.
- This event will be photographed and videotaped. By participating in this event, you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Michigan Chicken Wing Festival and/or Against All Odds Foundation.

\_\_\_\_\_ I have read, understand and will comply with the rules and guidelines set forth.

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_