



## The Downtown Touchdown - Event Vendor Registration Form

**CONTACT INFORMATION:** please print

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

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone *(business)* \_\_\_\_\_ *(home)* \_\_\_\_\_ *(cell)* \_\_\_\_\_

Email \_\_\_\_\_

### VENDOR FEE & REQUIRED ATTACHMENTS

1. Vendor Fee for this event is \$40; \$30 for DDA area businesses. Applications are accepted at the Community Development office at Madison Heights City Hall at 300 W 13 Mile Rd, Madison Heights, MI 48071. Once received, payments will be processed by our Finance Dept. Finance accepts cash, checks and credit card payments (processing fees are applied). Checks must be made payable to: *City of Madison Heights Downtown Development Authority-Downtown Touchdown.*

**Applications and payments can also be accepted by mail (checks only please) at:**

Madison Heights DDA  
300 W 13 Mile Rd  
Madison Heights, MI 48071  
ATTN: 11 Mile Block Party

2. Vendor fee covers costs for a 10x10 space. Please provide additional information below if you need additional space or other special accommodation. Vendors must provide their own equipment including tables, chairs, tent, generator etc.
3. All vendors must provide a copy of State ID and are responsible for complying with local, state, and federal requirements governing the sale and production of their products, and for acquiring the necessary permits and licenses.
4. Food Vendors must provide proof of insurance and food licensing documentation from the Oakland County Health Department.

**BOOTH CATEGORIES:** please check appropriate box below

Food Vendor

Arts & Crafts

Merchandise

Information Only



### PRODUCT DESCRIPTION & BOOTH SET-UP

(Describe what you are selling, and your set-up. Include diagrams, layouts or other information as an attachment to the application as necessary).

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### VENDOR RULES

The Downtown Touchdown event will be held on the roadway of 11 Mile between Townley & Lorenz on October 4, 2025, from 11:00 AM to 3:00 PM.

- **Set-Up / Tear-Down:** Set-Up time is 8:00 am – 11:00 am and Tear-Down is 3:00 pm – 4:00 pm. The allotted space must be vacated and left in a clean condition. All trash and equipment must be picked up by the vendors.
- **Products to be Sold:** Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products, and for acquiring the necessary permits and licenses. Vendors are required to provide copies of all relevant licenses, certifications and permits. Food vendors must be licensed by the Oakland County Health Department.
- **Rights Reserved:** The City reserves the right to reject a vendor application if the goods and merchandise are not compatible with the event, if products are misrepresented, of poor quality and services of products and/or nonpayment of fees. Vendor Permit fees are non-refundable and will be enforced whether vendor shows or not. This includes cancellation of the event due to bad weather or any other emergency.

### HOLD HARMLESS AGREEMENT

I/We hereby assume all risks and liabilities arising out of my/our participation in the Downtown Madison Heights Block Party event on October 4, 2025. We also agree to release, hold harmless and indemnify the City of Madison Heights Downtown Development Authority, the City of Madison Heights and their officers, agents, and employees from all liability or responsibility whatsoever, for injure (including death) to person and for any damage to any City of Madison Heights property or to the property of others arising out of/or resulting from participation in this event.

I/We further hereby release, and forever discharge said City of Madison Heights Downtown Development Authority, the City of Madison Heights, and their officers, agents, members and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting or arising directly or indirectly out of my/our participation in the Downtown Touchdown event.

Vendor Name Printed \_\_\_\_\_

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_