HOUGHTON LAKE CHAMBER OF COMMERCE

TIP UP TOWN USA 2026

FOOD VENDOR REGISTRATION FORM

This is a 3 day event. DO NOT APPLY if you cannot attend all 3 days

Friday before event (set up only) Noon-4pm, Saturday Noon – 4pm, Sunday Noon – 4pm, Saturday Noon – 4pm

Name of business: _____

Mailing Address: _____

City:_____ State:_____ Zip:_____

Contact Name: _____Phone:_____

E-mail: _____

Emergency Contact & Phone:_____

Size of trailer or booth: _____(cannot exceed 20ft.)

FOOD MENU: _____

_____

_____

Fee $200.00 – Outdoors Jan. 24-25, 2026 & Jan. 31, 2026 (Saturday Only)

Fee $250.00 – Inside Tent Jan. 24-25, 2026 & Jan. 31, 2026 (Saturday Only)

Limited spaces please respond ASAP

Payable by credit card or check (credit card charges can be done by phone 989-366-5644)

Make checks payable to (Houghton Lake Chamber of Commerce) Amt Pd____ check #_____

Credit Card number_____

Expiration Date _____ / _____ Three digit Security code_____ Zip Code_____

Signature_____

50% Deposit Due by October 15, 2025 Balance due by December 12, 2025 (no payments on-sight or upon entry)

Send payments to:

Houghton Lake Chamber of Commerce 1625 W. Houghton Lake Dr. Houghton Lake, MI 48629

989-366-5644 Fax: 989-366-9472 email: hlcc@houghtonlakechamber.org

HOUGHTON LAKE CHAMBER OF COMMERCE

TIP-UP TOWN USA 2026

September 2025

Dear Vendor:

Due to the high volume of requests for vendor spots at Tip-Up Town 2025 we are sending this registration form to you early in order to provide you with the chance to reserve your spot. The dates for 2025 will be January 24th – 25th and January 31st 2026 Saturday only. **No 2nd Sunday.**

Vendors are required to be open on Saturday and Sunday the first weekend. The 2nd weekend is SATURDAY ONLY (NO SUNDAY)

Your check-in is at the Chamber Office by 4pm Friday Jan. 23rd (1625 W. Houghton Lake Dr. Houghton Lake, MI 48629) You must stop to pick up your vendor package and be shown your spot assignment. You will not be allowed to enter the site without completing this process.

YOU MUST ARRIVE AND SET-UP AT THE TUT SITE NO LATER THAN FRIDAY AT 5:00 P.M.

Each outdoor spot will be 10 x 20. If you require a larger space there will be an additional $50 charge. Please indicate on the registration form what size spot you need. The space available is limited so we are asking that you try to keep your area as contained as much as possible.

You will be required to break down all your cardboard boxes and place them in a specially designated recycling container. This will help both the environment and in keeping the cost of waste removal to a minimum. We appreciate your efforts in assisting with this.

Please return the completed registration form & **your Certificate of Liability Insurance** along with your **50% deposit to the Chamber no later than October 15, 2025.** If we have not received your registration by that date we will be contacting the vendors on our waiting list to fill your spot.

We hope your Tip-Up Town 2025 experience is positive and that you will plan to be with us again in 2027!

With personal service,

Jay Jacobs
Executive Director

2026 Tip-Up Town USA

ATTENTION PLEASE NOTE:

AFTER DECEMBER 12, 2025 - NO VENDORS will be allowed to reserve a spot at Tip-Up Town USA!!!

Tip-Up Town USA takes place on land owned by the State of Michigan Department of Natural Resources.

Due to new **Requirements set by the State of Michigan** all Vendor information **including your Certificates of Liability Insurance listing the State of Michigan & the Houghton Lake Chamber of Commerce as additional insured. The C of L must have the wording exactly as listed on the samples of Certificate of Liability Insurance included in this packet.**

If you do not have your information submitted to us by **December 12, 2025** you will **NOT** be allowed to participate in Tip-Up Town USA.

Please get your information to us as soon as possible. We would hate for you to miss out on being a Tip-Up Town USA 2026 vendor!
Thank you for your cooperation.

Houghton Lake Chamber of Commerce
Tip-Up Town USA

Sample

Client#: 4325 DKCAROPE

ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : ACE American Insurance Company (CHUBB)	22667
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$EXCLUDED
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$1,000,000
	POLICY PRO-JECT X LOC						GENERAL AGGREGATE	$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$2,000,000
	AUTOMOBILE LIABILITY							$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per person)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder.

Tip-Up Town USA January 24-25, 2026 & January 31, 2026

CERTIFICATE HOLDER

(989)-366-5644 (989)-366-9472 FAX
Houghton Lake Chamber of Commerce
1625 W. Houghton Lake Dr.
Houghton Lake, MI 48629

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REYNL

Client#: 4329 Sample DKCAROPE

ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/13/2022

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : ACE American Insurance Company (CHUBB)	22667
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$EXCLUDED
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	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder, The State of Michigan, its departments, divisions, agencies, commissions, officers, employees and agents and Houghton Lake Chamber of Commerce are additional insured with respect to general liability when required by written contract. Subject to policy terms, conditions, endorsements & exclusions. Tip-Up Town USA **January 24-25, 2026 & January 31, 2026**

CERTIFICATE HOLDER

The State of Michigan, it's
departments, Board of Agencies
11747 North Higgins Lake Drive
Roscommon, MI 48653

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REYNL