



Festival of Fine Arts & Crafts

49th Annual Art in the Park  
Lake Odessa, Michigan  
August 3, 2024 9AM - 4PM

## **FOOD VENDOR RULES & APPLICATION**



### **PLEASE READ THESE RULES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

#### **GENERAL RULES & REGULATIONS**

- All items to be sold in the food booth must be listed on the food vendor application and approved by the Lake Odessa Area Arts Commission ("LOAAC"). Upon approval and acceptance by the LOAAC, products and prices may not be changed.
- Each booth will be allowed to sell up to four (4) food items (unless more items are approved by the LOAAC). Items being served as a plate/basket must list on the application the side items to be served along with the main item. The plate/basket will be counted as one food item. If side items are sold individually, they will be counted as one item. (Beverages sold in addition to food are not counted.)
- In an effort to maintain a balanced festival, we prefer not to duplicate food items. The LOAAC reserves the right to determine what constitutes a "duplicate" food item.
- Applications received from local non-profit/tax-exempt organizations on or before 6/3/2024 will be given preference during the approval process.
- Art in the Park is a family-friendly event and radical, disturbing displays or outbursts are inappropriate. Vendors agree to conduct themselves in a respectful, cooperative manner when dealing with LOAAC staff, visitors, artists and other food vendors. Any behavior deemed inappropriate by the LOAAC may result in expulsion.
- Overnight security will be provided on Friday, 8/2/2024; however, vendors leave their items at their own risk. The LOAAC is not responsible for loss of items.
- All vendors must have a valid food permit or license. Non-profit organizations are encouraged to contact the Ionia County Health Department for a temporary food license, PH: (616) 527-5341. Health Department representatives will inspect booths during the event.
- The distribution of items containing religious, political or offensive material will not be permitted.
- Keeping pets in the park or in booth/exhibit areas is a public safety issue. Please make arrangements to provide comfortable accommodations for your pets away from the event.
- Smoking is not permitted in or immediately adjacent to food vendor booths, or within the food court tent.
- Prior acceptance as an Art in the Park food vendor does not guarantee future acceptance.

#### **BOOTH SPACE**

- Booth spaces will be assigned at the discretion of the Lake Odessa Area Arts Commission ("LOAAC").
- Vendors must supply their own canopy, tables, chairs and any additional supplies needed for the sale of their products, including paper/plastic serving products.

- Vendors must provide sufficient staffing in booth(s) for the full duration of the event. The LOAAC will not provide staffing.
- The LOAAC will not provide cash or change during the event.
- Each vendor must display signage clearly stating the organization they represent, the food items they will be selling, and the price for each item. All signs must be a minimum of 8 1/2" x 11".
- No unauthorized generators will be permitted. All electrical and/or water needs must be requested on your application.

### **FEES**

#### **Food Booth Fee:**

- By 6/3/2024: \$75 for commercial/for-profit vendors; fee waived for non-profit/tax-exempt organizations. After 6/3/2024, \$25 late fee for ALL vendors (commercial/for-profit and non-profit/tax-exempt).
- If your application is not accepted, the booth and/or late fee will be returned.
- There will be NO REFUNDS in the event of cancellation due to inclement weather or other unforeseen circumstances.
- Subletting of booth space is NOT allowed without prior approval of the LOAAC.

#### **Payments:**

- Fees are accepted in the form of cash, check or money order.
- All fees are due with the application. Deposits will not be accepted. Payment must be received in full to secure booth space.
- An accepted application is a commitment to the festival and NO REFUNDS will be issued for cancellations.
- NSF checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed the NSF check and paid the NSF check fee of \$35.

#### **Sales Tax:**

- Vendors are responsible for the collection and payment of 6% Michigan sales tax. Any specific questions regarding this should be directed to the Michigan Department of Treasury at 517-636-6925.

### **FIRE EXTINGUISHERS**

- All vendors who are cooking on site are required to provide at least one working fire extinguisher inside their booth.
- All vendors using propane are required to strictly comply with bottle safety standards and regularly monitor gas pressure.
- Any vendor causing a fire will be held responsible for any and all damage incurred to any property.

### **SANITATION & CLEAN-UP**

#### **Garbage/Trash/Grease:**

- Vendors are to provide their own trash can and liners or trash bags for the disposal of boxes, trash and food waste. Please do NOT use park trash barrels, as these are intended for the use of guests.
- A dumpster will be located in the southeast corner of the park for convenient disposal of all debris.

- Vendors using grease or cooking oil are responsible for providing their own covered metal waste containers for that purpose. Absolutely NO dumping of grease/oil will be permitted in park trash barrels or on the ground. Violators will be assessed a **\$200 fine** and they will not be accepted into future events.

Gray Water (Waste Water):

- Specially marked barrels will be available for the disposal of gray water. Gray water must not be dumped on the ground or in park toilets.

General Cleanliness:

- All food vendor areas will be inspected for cleanliness during the event and upon tear-down at the end of the event. Absolutely nothing is to be left behind on departure, i.e., grease, boxes, trash bags, etc. Vendors who fail to properly clean their booth area will be assessed a **\$100 clean-up fee** and they will not be accepted into future events.
- Vendors are NOT to move the trash barrels located in public areas of the Village Park, as these are intended for use by the general public.

**REGISTRATION, SET-UP & PARKING**

Set-Up:

- Vendors may unload and set up on Friday, 8/2/2024 from 6 PM to 8 PM, or Saturday, 8/3/2024, from 6 AM to 8 AM.
- Food vendors must be completely unloaded and vehicles parked by 8 AM on Saturday, 8/3/2024. Booths must be set up and ready to sell by 8:30 AM.

Parking:

- To prevent damage to trees and turf, driving or parking in the park is strictly prohibited, except upon advance written permission from the Village of Lake Odessa. Contact the LOAAC for more information.
- Upon checking in, vendors will receive one parking pass and other important information for the event. Vendor parking will be provided at designated locations.

Tear-Down:

- Vendors must keep their booths open for the duration of Art in the Park on Saturday, 8/3/24, from 9 AM to 4 PM. Vendors who leave or tear down prior to the close of the event will not be accepted into future events.
- Tear-down will be on Saturday, 8/3/2024 from 4 PM to 6 PM. Tear-down and clean-up of booth areas must be completed by 6 PM.

We are confident you will understand and abide by these rules, which we feel are necessary to produce a top-quality show. However, if you feel that you cannot or will not comply with any rule(s), please refrain from applying. Violation of any of these rules is a basis for expulsion and/or rejection from future events.

If you are applying to be a food vendor, please keep these rules for your reference.

**www.LakeOdessaArts.com   info@LakeOdessaArts.com**  
**Nancy Mattson, Food Vendor Coordinator: (616) 498-7449**