

Food Vendor Policies & Procedures

Factors considered in Food Vendor Applications:

- (1) Application must be emailed or postmarked by September 10, 2016.
- (2) All legal requirements are met (see section below).
- (3) Quality Product
- (4) Quality Service
- (5) All applicants MUST complete all parts of the application in a legible manner.

Application Acceptance/Rejection Policy: Approval of any application will be at the sole discretion of Steppin' Out Productions who reserve the right to accept or reject any and all irregularities and accept or reject any and all applications. To insure uniformity, items may be subject to approval. Booth space and vendor privileges may NOT be assigned or transferred. Assignment of any available space(s) is solely at the discretion of Steppin' Out Productions. Any changes to the original application must be approved in writing no later than 10 days prior to the event. Menu changes made without WRITTEN AUTHORIZATION may result in loss of privileges as a food vendor.

Steppin' Out Productions reserves the right to accept or reject any products listed on the application due to duplicate items at other trucks.

Legal Requirements: In order to sell any products, you are responsible for having a valid license and be in compliance to all laws governing your activities. This includes but is not limited to health department licenses, collection of and payment of taxes and reporting for the same. The Saginaw County Health Department requires that all food booth concessionaires meet sanitation standards. Operators should anticipate an inspection prior to the event and no less than two (2) inspections during the event. **Food Vendors must make arrangements for proper licensing with the Health Department.** Links to the appropriate guidelines and forms can be found on our website.

Insurance: Food Vendors agree to have purchased insurance for liability coverage for the protection and benefit of the concessionaire and to provide an acceptable certificate of said insurance to the Steppin' Out Productions ten (10) days prior to the event. Limits of liability shall be at least \$500,000 per occurrence bodily injury and \$50,000 per occurrence property damage. Coverage, provided by the food vendor in the limits specified above, must be for Premises Operations and Products-Completed Operations coverage. Failure to comply with this section shall forfeit the concessionaire's privileges and booth rental fee.

Operations Policy:

There is \$250 vendor fee, with a **\$50 non-refundable deposit** that must be payed to Steppin' Out Productions within 5 days of approval of application. The remainder of the fee is due upon arrival, before operating.

Set up times will be Thursday, October 20 between 11:00am and 7:00pm or Friday, October 21 between 11:00am and 4:00pm. **Food booths must be on site and ready to operate and approved by the health department NO LATER than 4:00 p.m. on Friday, October 21.** Deviations from this times need to be approved by Steppin' Out Productions. Other than the tables, chairs and an electricity source, food vendors are responsible for all of the assembly of their booths in accordance with Steppin' Out Productions Policies & Procedures, Fire Marshall and Saginaw County Health Department rules and requirements. Participation is subject to full approval of those and law enforcement authorities. Location, facilities, utilities use and appearance of the booth are subject to approval.

Water use is limited and may be made available with a charge, however you must notify us of a need at the time of application. Waste water removal capacity is limited, major needs in this area may effect booth location and may require, at concessionaires expense, a Health Department approved holding tank and disposal process. Concessionaires are responsible for the cleanliness of their unit and the immediate area thereto.

Hours of operation will be Friday and Saturday from 5:00pm to Midnight. Food Trucks are responsible for having their unit fully functional until at least 10:00pm and are encouraged to remain open throughout the entire event.

Steppin' Out Productions will not be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause. Security will be provided during the event; however, participants are responsible for their own merchandise, employees and equipment, its protection and insurance.

Steppin' Out Productions solely reserves the right to reject any vendor for any reason it deem necessary. If, in Steppin' Out Productions' opinion, the actual is different from that stated in the application, removal and the forfeit of your booth fee may result.

Cancellation Policy: Only written cancellations will be accepted and will be subjected to a minimum \$50.00 cancellation fee and must be recieved prior to October 5, 2016.

Returning Your Application: Please return the application by mail, fax or email no later than September 10, 2016 to PO Box 301, Frankenmuth MI 48734 or info@bigcountryfest.com or fax to 989-393-5912.

Call for more information!

Event Organizer

Jeanna Rogner

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