



VENDOR RULES AND REGULATIONS

Friday, June 9th & Saturday, June 10th, 2023



**The City of Potterville in partnership with Potterville Chamber of Business will host vendors.
All proceeds from vendors will go to Gizzard Fest 2024 fund**

Application:

Cost is specified on the vendor application; please see required application for breakdown of pricing. Applications must be received no later than May 1st, 2023. Any application received after May 1st, 2023 will be accepted only on the basis of spaces still available. In the event that an application is not accepted, all money will be returned along with an explanation as to why your application was returned or not accepted. Refunds for cancellations will not be given after May 1st, 2023 for any reason. Once application has been received and approved, a confirmation letter will be sent or emailed. Please allow 10 to 14 business days for this process. Any cancellations after cashing your check and prior to mailing confirmation letter will be refunded minus a \$25.00 processing fee

Setup Times:

Thursday, June 8th 12:00 p.m. to 4:00 p.m., or Friday, June 9th 8:00 a.m. to 11:00 a.m. No vehicles will be allowed on the streets outside of these times, those caught violating this rule will not be asked to return next year. Due to the heavy foot traffic during the weekend and with the events scheduled, this rule will be strictly enforced! **There is no fee for the setup or sales on Thursday, June 8th.**

Hours:

Friday, June 9th 9:00 a.m. to 12:00 a.m. & Saturday, June 10th 8:00 a.m. to 12:00 a.m. Please plan on staying during the event hours, if you need to leave prior to the set hours of the event ending, please inform a Gizzard Fest Committee member. Please note that the Parade will travel down Main Street on Friday, June 9th at approximately 6:00 p.m.

Location:

The event will be held along Main Street between Hartel Road (M-100) and Nelson Street. The City Park may be utilized for additional spaces. The Carnival will be located in the parking lot of the Pottersville / Benton Township Library. All other events will be determined by Gizzard Fest committee members. Food Vendors, Arts and Crafts, and Commercial will be located along Main Street; Flea Market Vendors will be located on Main Street and in the City Park as needed. The Gizzard Fest Committee has determined this to be the best solution for setup. Changes will be at the discretion of the Pottersville Gives Back due to spaces made available for the event.

Security:

In any event, the City of Pottersville or Pottersville Chamber of Business **WILL NOT** be held responsible for any damages to equipment or loss of goods contained in your booth. There **WILL NOT** be any security available overnight. Please note that police presence will be involved with controlling any negative issues associated with the stage and/or beer tent until approximately 1:00 a.m. You will be responsible for the security and safe keeping of your products and equipment during all hours.

Amenities:

You will be responsible for providing your own water if needed. We have power capabilities to provide on Main Street only for an additional cost. **Please note, no generators are allowed on Main Street, this is in accordance to city noise ordinance.** A volunteer can be available to stand by your booth in order for you retrieve food during the event hours if needed. Just specify on your application or inform person checking in vendors of this need.

Booth Spaces:

Spaces for Arts & Crafts and Flea Market Vendors are 10' x 10' or 10' x 20'. No stake tents will be allowed. No items will be allowed outside your specified spot. You will be expected to clean up your booth area during and after the show. Trash must be disposed of properly after setup has been taken down. Trash can be placed in or near any trash receptacle that has been provided for the event.

Merchandise:

Please list or specify all items you will be selling on your application. This will ensure you will not be placed next to similar items being sold by other vendors. This also allows us to place you in the proper area within the event. If you are an Arts and Crafts Vendor, please provide pictures of items being sold.

Parking:

Parking is allowed in designated areas only. The location of these areas will be provided at the time of checking in. There will not be any parking that blocks driveways or entrances to residential or business properties along Main Street. No parking is allowed near or behind your booth.

Gizzard Fest Committee:

The committee is made up of City of Potterville employees, Chamber of Business members, and community members. We thank you for your consideration in participating in our event. The committee reserves the right to change any of the rules without notice. The committee reserves the right to reject any applicant both at the time of receipt and at the show, based on the information provided, and the products actually being sold. If caught violating any of the rules, we reserve the right to ask you to leave the event without refund.

Questions:

Please feel free to contact the following persons with any question you may have:
Brandy Miller, City of Potterville: Phone 517-281-5659 or e-mail zoning@pottervillemi.org

Thank you for participating in the annual Gizzard Fest!