



APPLICATION FOR VENDORS

Thursday, June 6th, Friday, June 7th & Saturday, June 8th, 2024



The City of Potterville in partnership with Potterville Chamber of Business will host vendors.
All proceeds from vendors will go to Gizzard Fest 2025 fund

Applicant Name: _____ **Business Name:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: Business _____ **Cell:** _____

Email: _____

Please note: We are able to offer electricity to vendors being placed on Main Street only, all other vendors that will need electricity can utilize a generator. (Note: No generators allowed on Main St).

Booth Space (sizes available are 10' x 10' or 10' x 20'):

Fees Prior to May 1st, 2024:

10' x 10' @ \$100.00 # of Booths needed _____ Total Due: _____

10' x 20' @ \$150.00 # of Booths needed _____ Total Due: _____

Do you need 110 volt electricity: Yes: ___ or No: ___

Total Booth amount due: _____

Fees after May 1st, 2024:

10' x 10' @ \$125.00 # of Booths needed _____ Total Due _____

10' x 20' @ \$175.00 # of Booths needed _____ Total Due _____

Do you need 110 volt electricity: Yes: ___ or No: ___

Total booth amount due: _____

Please list the items you plan to sell:

Please let us know the approximate location of where you would like your booth located. We will do our best to accommodate, but can not guarantee the location. All spots are based on a first come first served basis.

Set-up must occur Thursday, June 6th between noon and 4:00 p.m. or Friday, June 7th between 7:00 a.m. and 9:00 a.m. Please give the date and time you wish to set up your booth:

Your application will not be accepted or considered completed unless general statement is read and form has been signed. Please note: Once application has been approved; a confirmation email will be sent within 10 – 14 business days of confirmation.

ACCEPTANCE OF RULES AND GENERAL RELEASE: I/We the Exhibitor(s) have read the rules and regulations pertaining to Gizzard Fest and agree to abide by the said conditions. I/We understand that if this application is not accepted, all fees will be returned by mail. I/We agree to abide by any decision of the City of Potterville relative to participation. I will not enter and participate in exhibiting and selling any items unless I am medically able. I also agree to assume all risks associated with participating in this show, including but not limited to falls, the effects of weather, and waive any other loss, cost, or damage. Having read this release and in consideration of you accepting my entry fee. I agree to waive, release, and hold harmless the City of Potterville, Potterville Chamber of Business, or any Sponsor involved in the event, all other workers and volunteers, and all the agents, servants, employees, workman, and factors from any and all claims, liabilities, demands, damage, loss, cost, and expense of any kind arising out of my participation in this event. I also have read and understand the rules and regulation form. **I understand that if I cancel my participation in the festival after my check has been cashed, but before a confirmation has been sent, the festival will maintain a \$25.00 fee. I understand that if I cancel after May 1st, 2024 the entire fee is non-refundable.**

Signature _____ Date _____

Print Name _____

Please make check for vendor booth payable to: Gizzard Fest

Mail application and checks to:

319 N. Nelson Street

Potterville, MI 48876

Phone: 517-281-5659

Email: Gizzardfest@pottervillemi.org

Thank you for participating in the annual Gizzard Fest!

VENDOR RULES AND REGULATIONS

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, 2024. Any application received after May 1st, 2024 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, 2024 for any reason. Once application has been received and approved, a confirmation email will be sent. 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 6th, 12:00 p.m. to 4:00 p.m. or Friday, June 7th, 7:00 a.m. to 9:00 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 6th.**

Hours:

Thursday, June 6th, 5:00 p.m. to 10:00p.m.; Friday, June 7th 9:00 a.m. to 12:00 a.m. & Saturday, June 8th 7:00 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 7th 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 Potterville / Benton Township Library. All other events will be determined by Gizzard Fest committee members.

Security:

In any event, the City of Potterville or Potterville 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. **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:

Vendor Spaces 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.

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 Brandy Miller, City of Potterville Zoning Administrator: Phone 517-281-5659 or e-mail Gizzardfest@pottervillemi.org