

2009 St. Johns Mint Festival: BUSINESS/COMMERICAL APPLICATION

Festival Dates: August 14 - 16, 2009

BUSINESS NAME _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Booth Spaces, by March 1, 2009:

Please reserve me _____ unit(s) of space (spaces are at least 10' wide X 10' deep with many up to 15' wide depending on trees, walkways, etc).

Chamber Member Home Based Business ___ booth @ \$100 \$ _____

Chamber Member Store Front Business ___ booth @ \$150 \$ _____

NON-MEMBERS:

Non-Member Home Based Business ___ booth @ \$250 \$ _____

Non-Member Store Front Business ___ booth @ \$300 \$ _____

Booth Spaces, after March 1, 2009:

Please reserve me _____ unit(s) of space (spaces are at least 10' wide X 10' deep with many up to 15' wide depending on trees, walkways, etc).

Chamber Member Home Based Business ___ booth @ \$130 \$ _____

Chamber Member Store Front Business ___ booth @ \$180 \$ _____

NON-MEMBERS:

Non-Member Home Based Business ___ booth @ \$280 \$ _____

Non-Member Store Front Business ___ booth @ \$330 \$ _____

SELF CONTAINED RV CAMPING

Self Contained RV Camping (no other vehicles) west of vendor parking – limited availability
(no dumping of water and/or waste, no tents, no water & electric hookups available) \$15 each \$ _____

TOTAL AMOUNT ENCLOSED (check payable to St. Johns Mint Festival)/CHARGED \$ _____

_____ I authorize you to charge \$ _____ to the following credit card for my Mint Festival Booth:
 ___ American Express ___ Discover ___ MasterCard ___ Visa

Card # _____ Exp Date _____

Name as it appears on the card: _____

Billing Address: _____

Insurance

() I have enclosed a copy of my certificate of insurance showing a minimum combined single limit of \$25,000)

Michigan Sales Tax # (required information): _____

If you do not have a Michigan Sales Tax number, contact the Michigan Dept of Treasury at 517-373-3190 to apply.

Description of Display - describe in detail the items you will be displaying or selling from your booth. If you will be doing any drawings during the festival, please indicate if there is a cost to enter, what item(s) will be given away and date and time of drawing, etc.

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Animals: No dogs or other animals are allowed on the festival grounds. Also, animals cannot be left in vehicles in vendor parking throughout the day. The only exception is if you need a leader dog. If that is the case, please provide the following information: Breed _____ License Tag # _____

Parking Information (required information for all vehicles that will be parked in vendor parking lot:
VEHICLE (year & make) _____ LICENSE PLATE # _____

Your application will not be accepted and considered complete unless the back side is completed & signed.

Application Checklist:

A yes or no must be checked on each of the following questions:

Have you read, agreed to the release & signed the application? Yes _____ No _____

Have you listed on page one all the items you will be displaying/selling? Yes _____ No _____

Have you included your booth rental fee? Yes _____ No _____

Have you included your liability insurance? Yes _____ No _____

Have you included your sales tax #? Yes _____ No _____

Location Preference Were you a 2008 participant? Yes _____ No _____

Do you want the same booth location back? Yes _____ No _____

If no, what location did you want? _____

ACCEPTANCE OF RULES AND GENERAL RELEASE:

I, the undersigned, hereby certify that I am authorized to sign this agreement on behalf of the above business/organization. By signing this application I agree not to hold the St. Johns Mint Festival, Clinton County Chamber of Commerce, the City of St. Johns, Clinton County, St. Johns Public Schools, any sponsors, workers or volunteers responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this festival. I accept responsibility for all individuals working in my booth space. I also agree to assume all risk associated with participating in this show, including but not limited to falls in my booth or the effects of weather.

I agree that if the Mint Festival Committee finds any of the items I am selling to be in bad taste they will be removed immediately. I understand the show hours are incorporated around family activities including children.

I understand that if I cancel my participation in the festival after my check has been cashed, but before a confirmation has been mailed, the festival will maintain a \$25 processing fee. I understand that if I cancel my participation in the festival after my check has been cashed and a confirmation has already been mailed, the entire fee is non-refundable.

SIGNATURE _____ DATE _____

Please mail your application, insurance certificate, sales tax license and fee to:

St. Johns Mint Festival / PO Box 61, St. Johns, MI 48879

Phone: 989-224-7248 / Fax: 989-224-7667

Email: ccchamber@power-net.net / Website: <http://www.clintoncountychamber.org/mint>

2009 St. Johns Mint Festival

Commercial Booth Space Information Sheet

- Location** St. Johns City Park, St. Johns, Michigan
- Date** Friday, August 14, Saturday, August 15 and Sunday, August 16, 2009
- Show Time**
- | | |
|---------------------------|--------------------|
| Friday, August 14, 2009 | 2:00 pm – 8:00 pm |
| Saturday, August 15, 2009 | 10:00 am – 7:00 pm |
| Sunday, August 16, 2009 | 10:00 am – 5:00 pm |
- Booth Space** 10' wide x 10' deep guaranteed, some are deeper and/or wider (When applying for a booth please consider the size of your tent. If your tent has rope extensions, the extensions must be within the booth space).
- Booth Fee** Chamber Member Home Based Business \$100 (before 3/1/09) / \$140 (after 3/1/09)
Chamber Member Store Front Business \$150 (before 3/1/09) / \$190 (after 3/1/09)
- Non-Member Home Based Business \$250 (before 3/1/09) / \$290 (after 3/1/09)
Non-Member Store Front Business \$300 (before 3/1/09) / \$340 (after 3/1/09)
- Electricity** Electricity is available on a very limited basis so it is therefore available on a first come first served basis for a fee of \$50 for the weekend. During set up those 4-5 vendors receiving electricity will be directed to the specific electrical post to plug into. Unauthorized plugging into electrical posts can get you removed from the show.
- Animals** No dogs or other animals are allowed on the festival grounds during the weekend.
- Parking** No vehicles will be allowed in your booth during festival hours. All vehicles (including trailers) must park in the vendor parking area-golf cart shuttles are available to get you back and forth from the vendor parking area.
- Beverages** Commercial vendors are not allowed to sell beverages from your booth – we have specific vendors selling food and beverages to the fair attendees.
- Overnight Camping** A limited number of spaces are available for self-contained RV's (not cars, vans, trucks, etc) west of the Sledding Hill where all vendor vehicles park. There will be no water or electrical hookups and vendors are restricted from building fires, pitching tents and dumping water and/or waste. Advance registration for this opportunity is required. The cost for this opportunity is \$15.
- Alcoholic Beverages:** Other than in the designated area of the City Park and during the designated time (7-11 pm on Friday & Saturday), the Mint Festival is a non-alcohol event. This will be enforced and you are required to enforce this rule with your event participants at your event locations.
- Set-Up Time** Friday, August 14, 2009 from 9:00 am – 1:00 pm
Due to the limited amount of time we have to get all vendors into the park, we require that you drop off your booth and goods and move your vehicle to vendor parking before setting up. The park roads are very narrow so you will need to pull to the side so other exhibitors can get past. You must enter the commercial area from the north end of the park on Parks Street and follow the traffic flow that we establish. Do not attempt to enter the commercial area from the south end by the high school since there is no entry into the park from that direction.
Saturday, August 15, 2009 from 8:00 am – 9:30 am
Sunday, August 16, 2009 from 8:00 am – 9:30 am

Vendors Responsibility

- Vendors are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, overhead coverings, booth signage, booth decorations, tables and chairs. Vendors are also expected to clean up their assigned booth areas at the conclusion of their sales day. All trash must be disposed of properly for consideration to participate in the following years show.
- Vendors are expected to remain open for business until closing on all three days. Early teardown and departure will not be tolerated and you will not be asked to participate in future Festivals.

Publicity

Advertisement of the St. Johns Mint Festival begins in January 2009 and continues until the start of the festival. We utilize paid newspaper advertisement (over 10 newspaper), radio and TV spots. We are listed in the Michigan Festivals & Events Guide and are listed on over 15 festival and craft show websites. We distribute over 9,000 festival brochures throughout the state, hang up 1000 posters in a 4 county area and print over 40,000 festival programs that are included in area newspapers the week before the festival.

Sending your Application

Complete the attached application form if you wish to participate as a commercial vendor for the 2009 St. Johns Mint Festival. Enclose a check for the full amount of the requested booth space(s) made payable to the **“St. Johns Mint Festival”** and mail it to the address below. *You must state on the application all items you wish to sell or display at your booth.* Also include a self-addressed and stamped envelope so we can mail you a confirmation.

Liability Insurance:

All vendors are required to send us a certificate of your liability insurance with a limit of at least \$25,000.

Due Date

Return your application with payment by March 1, 2009 to receive the early bird rate. The rates increase by \$30 after March 1, 2009. All applications should be sent by July 1, 2009. If space allows, applications will be accepted through August 1, 2009. If the committee does not accept your application your check will be returned to you. You will know your application has been accepted when your check is cashed. We begin to send confirmations out in June 2009.

The St. Johns Mint Festival Committee reserves the right to reject any application, both at the time of receipt and at the show, based on the information provided and the products actually brought to be sold or displayed. If you cancel your participation in the show before an official confirmation is mailed, you will receive a refund, minus a \$25 processing fee. If you cancel your participation in the show after an official confirmation is mailed, no refund will be given.

Should you have any questions, you may contact the Festival Office in writing to P.O. Box 61, St. Johns MI 48879 or call our office at 989-224-7248. You may also e-mail us at ccchamber@power-net.net. Calls will be returned as quickly as possible.

St. Johns Mint Festival
%Clinton County Chamber of Commerce
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