

2017 COAST GUARD CRAFT FAIR

Concessionaire Application

Friday & Saturday, August 4 & 5

COAST GUARD CRAFT FAIR CONCESSIONAIRE INFORMATION



DATES	Friday & Saturday August 4 & 5
TIMES	Friday 9am—5pm Saturday 9am—5pm
LOCATION	Fourth Street between Washington Avenue and Columbus Avenue Grand Haven Central Park Grand Haven, Michigan
MANAGED BY	The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg 616.842.4910
QUESTIONS	Mary Sherman msherman@grandhavenchamber.org
FEES	\$15 Handling & Processing Fee per Applicant \$675 per Unit Electrical Hook-up (cost varies)
PAYMENT SCHEDULE	\$15 Non-refundable Handling & Processing Fee Due March 15, 2017 \$275 Non-refundable Deposit (Upon Acceptance) Due May 31, 2017 Balance (\$400 plus electric) Due July 28, 2017 <i>* Please note, delinquent payments may affect acceptance to future shows</i>
NEW APPLICANTS	Please attach a current photo of your concession stand. Previous year's vendors have first right of refusal.
DEADLINE	March 15, 2017 with \$15 Handling & Processing Fee
MAIL TO	2017 Coast Guard Craft Fair 1 South Harbor Drive Grand Haven, MI 49417
SET-UP	Thursday, August 3 After 6pm

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COAST GUARD CRAFT FAIR CONCESSIONAIRE VENDOR GUIDELINES

- All vendors must conform to all applicable state and local regulations and you must secure all necessary licenses and permits at vendor's expense. Place the license in a visible place in your unit for inspection.
- Vendors will be totally responsible for their concessions and will be required to furnish proof of general public liability insurance protection for injury and damage.
- All concession stands are to be located on Fourth Street between Washington Avenue and Columbus. We must keep one lane (west lane) open for the fire lane.
- Vendors will be responsible for clean-up of all trash within twenty feet of your unit. Dumpsters will be provided nearby and you must use plastic linings/trash bags. All cardboard boxes must be broken-down to save space in the dumpsters.
- Each vending unit will be responsible for disposing of their sewage materials. The manhole to discard gray waters will be painted in green and located near the corner of Fourth Street and Washington Avenue.
- Each vending unit must pass the Ottawa County Health Department's inspection before opening for business. You may leave your unit overnight **after 6 pm** on Thursday, August 4; however you are not allowed to begin the sales until Friday morning after the Health Department inspection.
- You may need the following phone numbers to obtain more detailed information.

Ottawa County Health Department	616.393.5645
Grand Haven Water Department	616.847.3487
Electrical Contractor (Raczok Electric)	616.846.6565

- **Important:** All food trucks (STFUs) must submit a Notice of Intent to Operate. This applies to all STFUs licensed in the state of Michigan. If you are not licensed in Michigan, you will need a Temporary License. If the STFU wants one of their two annual inspections it will cost \$90, which they can include with their Notice of Intent.
- **Important:** All accepted vendors are required to send a Temporary Food Service Application (see link below) to the Ottawa County Health Department, minimum of 5 to 7 days prior to the show. Failing to do so may delay the process of the Health Department inspection and licensing of your unit.

Hannah Hoeksema
Environmental Health Specialist
Ottawa County Department of Public Health
12251 James St.
Holland, MI 49424
hhoeksema@miottawa.org
616.393.5626

- Applications and additional information can be found at these websites:

[Department of Public Health](http://www.miottawa.org/Health/OCHD/food_service_licensure.htm)—http://www.miottawa.org/Health/OCHD/food_service_licensure.htm

[Temporary Food Service License Application](http://www.miottawa.org/Health/OCHD/pdf/tempfoodapp.pdf)—<http://www.miottawa.org/Health/OCHD/pdf/tempfoodapp.pdf>

[Special Transitory Food Unit License](http://www.miottawa.org/Health/OCHD/pdf/stfu_notice_of_intent.pdf)—http://www.miottawa.org/Health/OCHD/pdf/stfu_notice_of_intent.pdf

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CONCESSIONAIRE APPLICATION

CONTACT Name of Unit: _____
 Owner/Contact: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____ Phone (Day): _____
 Email: _____ Cell Phone: _____
 List Products to be Sold or Attach a Menu: _____

SPACE REQUIRED Total number of units: _____
 Width (along sidewalk): _____ Depth: _____ Trailer: Tent (free standing):
 Width (along sidewalk): _____ Depth: _____ Trailer: Tent (free standing):

STFU No Yes STFU #: _____
(Special Transit Food Unit)

ELECTRICITY Electric 30 amp (\$50) x _____ # of Units
 Electric 50 amp (\$80) x _____ # of Units

WATER No Yes Model number of backflow preventer: _____

INSURANCE Insurance Co: _____ Policy #: _____
 State ID: _____ MI Sales Tax #: _____
 *Please provide additional insured clause in favor of: The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg—1 South Harbor Drive, Grand Haven, MI 49417

OTHER NOTES

TOTAL DUE

Handling & Processing Fee	\$15 per applicant	= \$ 15
Unit Cost	\$675 * _____ # of units = \$ _____	
Electricity 120 Volt-20 amp	\$50 * _____ # of units = \$ _____	
Electricity 250 Volt-50 amp	\$80 * _____ # of units = \$ _____	

Total Due \$ _____

PAYMENT INCLUDED Handling & Processing Fee \$ 15
 Deposit \$ _____