

CONCESSIONAIRE INFORMATION

- Dates:** Friday - Sunday, June 28th-30th
- Times:** Friday: 12pm - 5pm, Saturday & Sunday: 10am - 5pm
- Location:** Second Street between Washington Avenue & Columbus Avenue
Grand Haven, Michigan
- Managed By:** The Chamber - Grand Haven, Spring Lake, Ferrysburg
- Contact:** Abigail Wittkopp | Art Festival Director
awittkopp@grandhavenchamber.org | (616) 842-4910 ext 105
- Fees:** \$25 Processing & Handling Fee per Applicant
\$500 per Unit (Chamber Members) \$700 per Unit (Non-Chamber Members)
\$150 Refundable Cleaning Deposit
- Payment Schedule:** \$25 Non-Refundable Processing & Handling Fee Due: April 5, 2024
\$250 Non-refundable Deposit (Upon Acceptance) Due: May 3, 2024
Balance + Cleaning Deposit Due: May 31, 2024
*Please note, delinquent payments may affect acceptance to future shows
*Cleaning deposit will be refunded *unless* the street is left in worse conditions (i.e. grease stains, etc.) and needs to be cleaned professionally.
- Applicants:** Please attach a current photo of your unit or provide an online link
- Deadline:** April 5, 2024, with \$25 Processing & Handling Fee
- Send To:** 2024 Grand Haven Art Festival
1 South Harbor Drive
Grand Haven, MI 49417 **or** Abigail Wittkopp
awittkopp@grandhavenchamber.org
- Set-Up:** Friday, June 28
Starting after 6am, must be ready for inspection by 1pm.

CONCESSIONAIRE GUIDELINES

Terms & Conditions:

- All vendors must conform to all applicable state & local regulations and must secure all necessary licenses and permits at the vendor's expense. Place the license in 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.
- Each vending unit must pass the Ottawa County Health Department's inspection before opening for business. You may set up starting after 6am on Friday, June 28th but you must be ready for inspection by 1pm. You are not allowed to begin sales until after the Health Department inspection. Guide for Temporary Food Establishments is enclosed for your review.
- 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
- **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 needs one of their two annual inspections it will cost \$160, which they can include with their Notice of Intent.
- **Important:** All accepted vendors are required to send a Temporary Food Service Application (enclosed) 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.

Kayla Anderson
Environmental Health Specialist
Ottawa County Department of Public Health
12251 James St.
Holland, MI 49424
kanderson@miottawa.org
616.393.5638

Operating Procedures:

All concession stands are to be located on Second Street between Washington Avenue and Columbus Avenue. We must keep the middle section open for the fire lane. Barricades will be placed on the South side of the alley to access to back of stores.

- All vendors MUST display their permits during operation in sight of public viewing.
- 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. Trash disposal MUST be a priority for Food Vendor. If your area is not kept clean, you will not be allowed to participate in Future Festivals.
- Each vending unit will be responsible for disposing of their sewage materials. The manhole to discard gray waters will be located at the intersection of Second Street and Washington Avenue.

Applications and additional information can be found at these websites:

Department of Public Health

http://www.miottawa.org/Health/OCHD/food_service_licensure.htm

Temporary Food Service License Application

https://www.miottawa.org/Health/OCHD/pdfTemporary_Food_Establishment_Packet.pdf

Special Transitory Food Unit License

http://www.miottawa.org/Health/OCHD/pdf/stfu_notice_of_intent.pdf

CONCESSIONAIRE APPLICATION

Contact:

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

Type of Vendor *Please Circle*:

Truck Trailer Tent (free standing)

Space Required:

Width: (along sidewalk): _____ Depth: _____

Will you be Using *Please Circle*:

Grease Generator Propane Tank

Will you need Water Hookup?

Yes No Model number of backflow preventer: _____

Special Transitory Food Unit (STFU):

Yes No STFU #: _____

Insurance Info:

Insurance Company: _____ Policy Number: _____
State ID: _____ MI Sales Tax#: _____

*Please provide additional insured clause in favor of: The Chamber of Commerce - Grand Haven, Spring Lake, Ferrysburg

Other Notes:

Total Dues:

Processing & Handling Fee:	\$25 per applicant	= \$ _____
Unit Cost \$500 (members)	\$700 (non-members)*Number of units	\$ _____
Total Due:		\$ _____

Payment Included Now:

Handling & Processing Fee	\$25 (due with application)
Deposit	\$ _____
Total Included:	Check # _____ \$ _____

Mail To:

2024 Grand Haven Art Festival
1 South Harbor Drive
Grand Haven, MI 49417

Checks Payable To: The Chamber

If you have any questions please contact our Art Festival Director, Abigail Wittkopp
awittkopp@grandhavenchamber.org | 616.842.4910 ext. 105