

Coast Guard Craft Fair

Friday & Saturday, August 2 & 3, 2024



CONCESSIONAIRE INFORMATION

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|------------------|---|--|--------------|
| DATES | Friday & Saturday August 2 & 3 | | |
| TIMES | Friday 9am—6pm 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 | | |
| CONTACT | Abigail Wittkopp | awittkopp@grandhavenchamber.org | 616-842-4910 |
| FEES | \$25 Processing & Handling Fee per Applicant \$775 per Unit Electrical Hook-up (cost varies) | | |
| PAYMENT SCHEDULE | \$25 Non-refundable Processing & Handling Fee | Due April 19, 2024 | |
| | \$300 Non-refundable Deposit (Upon Acceptance) | Due May 17, 2024 | |
| | Balance (\$475 plus electric) | Due July 8, 2024 | |
| | <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 | April 15, 2024 with \$25 Processing & Handling Fee | | |
| MAIL TO | The Chamber of Commerce 1 South Harbor Drive Grand Haven, MI 49417 Attn: Coast Guard Craft Fair | | |
| SET-UP | Thursday, August 1 after 6pm | | |
| COVID-19 | The health and safety of our visitors, participants, and community are the utmost importance and we will continue to monitor and follow Federal, State and local guidance. IF the Festival is unable to allow concessions to participate in the 2024 Coast Guard Craft Fair, a full refund will be given. | | |

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CONCESSIONAIRE VENDOR GUIDELINES

TERMS & CONDITIONS

- 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.
- 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 \$160, 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.

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

- 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

OPERATING PROCEDURES

- 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. **NOTHING CAN BE LEFT ON SITE. Any equipment, trash, etcetera left by a vendor is subject to an additional fine of \$200 for each instance. This includes staining of the street, so please exercise caution!**
- Each vending unit will be responsible for disposing of their sewage materials. The manhole to discard gray waters will be 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 1; however you are not allowed to begin the sales until Friday morning after the Health Department inspection.

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CONCESSIONAIRE APPLICATION

CONTACT

Name of Business: _____

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): ☐

ELECTRICITY?

Electric 120 Volt-20 amp (\$50) x _____ (# of Units)

Electric 250 Volt-50 amp (\$80) x _____ (# of Units)

WILL YOU NEED WATER HOOKUP?

No Yes Model number of backflow preventer: _____

WILL YOU BE USING A PROPANE TANK? YES NO

WILL YOU BE USING GREASE? YES NO

WILL YOU USE A GENERATOR? YES NO

SPECIAL TRANSITORY FOOD UNIT (STFU)

No Yes STFU #: _____

INSURANCE INFO

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

| | | |
|-----------------------------|----------------------------|------------|
| Processing & Handling Fee | \$25 per applicant | = \$ 25 |
| Unit Cost | \$700 X _____ (# of units) | = \$ _____ |
| Electricity 120 Volt-20 amp | \$50 X _____ (# of units) | = \$ _____ |
| Electricity 250 Volt-50 amp | \$80 X _____ (# of units) | = \$ _____ |

Total Due \$ _____

PAYMENT INCLUDED

| | |
|---------------------------|----------|
| Processing & Handling Fee | \$ 25 |
| Deposit | \$ _____ |

Total Included \$ _____ Check # _____