



Deadline: March 31, 2015

2015 Flower Fair Application

May 8th & 9th, 2015

Fri: 11 – 8 & Sat: 9 – 6

Downtown Lake Orion, Michigan
(Flint and Broadway Streets)

Set-Up: Friday 8am – 10am

This is how your name will appear in the event program.

Vendor Information

Print Name _____ Business Name _____

Address _____ City/State _____ Zip _____

Phone _____ Sales Tax # _____

Email Address _____ Website _____

May we provide your phone number and email address to customers? YES NO

Merchandise Description: (What will you be selling?) Paraphrase in four fields or less for booth placement, website and publicity:

Additional info: (i.e. describe your specialty, skill or special item) _____

This is a juried event. Please enclose 3 photos: 1 of your completed stocked booth and 2 of your products. Photos must be mailed with application.

Price range of items: _____

We are soliciting vendors in the following categories; please indicate your best fit:

- ☐ **Flower Vendors** – Outdoor 10' x 10' (and up) spaces located on the street. Limited electricity available depending on space location. This category is for those selling flowers, herbs and flower/gardening related items. This area is limited to those with items for immediate sale. Vendors must provide own watering hoses.
- ☐ **Art & Craft Vendors** – Outdoor 10' x 10' (and up) spaces located on the street. Limited electricity available depending on space location. This category is for those selling art and craft related items as well as specialty foods. This area is limited to those with items for immediate sale.
- ☐ **Home Improvement Vendors** – Outdoor 10' x 10' (and up) spaces located on the street. Limited electricity available depending on space location. This category is for home improvement businesses wanting to promote and advertise their goods and or service.
- ☐ **Business Vendors (Other)** – Outdoor 10' x 10' (and up) spaces located on the street and adjacent parking lots. Limited electricity available depending on space location. This category is for businesses wanting to promote and advertise their goods and or service.
- ☐ **Food Service Vendors** – All food service vendors in this category are required to have proper Oakland County Health Department (temporary or permanent) food service licenses and must be insured. You must provide a copy of your Oakland County Health Department license and certificate of insurance one month prior. An inspection may be conducted by an Oakland County Health Inspector. **Drink sales will be solely handled by the Lake Orion DDA and are prohibited by any other food vendor.** Food Vendors are expected to be self-sufficient and will need to provide their own generator if electricity is needed.

Payment Information Payment is due in full by March 31st . No partial payment. No refund after acceptance. Application fee is nonrefundable.		
Flower Vendors: _____ 10' x 10' Space(s) @ \$175 = _____ _____ 10' x 20' Space(s) @ \$265 = _____ _____ 10' x 30' Space(s) @ \$350 = _____ Corner @ \$35 = _____ Table(s) @ \$15 = _____ Application Fee = \$5 Electricity \$25 = _____ TOTAL = _____ <div style="border: 1px solid black; padding: 2px; margin-top: 5px; font-size: small;"> Late applications add \$25 </div>	Food Vendors: _____ 10' x 10' Space(s) @ \$200 = _____ _____ 10' x 15' Space(s) @ \$365 = _____ _____ 10' x 20' Space(s) @ \$430 = _____ Corner @ \$35 = _____ Table(s) @ \$15 = _____ Application Fee = \$5 TOTAL = _____ <div style="border: 1px solid black; padding: 2px; margin-top: 5px; font-size: small;"> Late applications add \$25 </div>	Non-Profits receive a 25% discount on booth fees. Please deduct accordingly. Examples of fees are as follows: Flowers = \$131.25 Arts & Craft = \$131.25 Food Vendors = \$150.00 <div style="border: 1px solid black; padding: 5px; margin-top: 10px; font-size: small;"> <i>All Non-Profits must provide written proof of Non-Profit status.</i> </div>
Arts & Craft, Home Improvement, Other: _____ 10' x 10' Space(s) @ \$175 = _____ _____ 10' x 15' Space(s) @ \$265 = _____ _____ 10' x 20' Space(s) @ \$350 = _____ Corner @ \$35 = _____ Table(s) @ \$15 = _____ Application Fee = \$5 Electricity \$25 = _____ TOTAL = _____ <div style="border: 1px solid black; padding: 2px; margin-top: 5px; font-size: small;"> Late applications add \$25 </div>	\$25 electricity fee covers the usage of one plug. If more is needed, you will need to provide your own generator.	
<div style="text-align: right; font-weight: bold; font-size: 1.2em;"> A tent is highly recommended for all outdoor spaces. All tents must be staked and weighted down for safety. Tents must be white. Staff will check for compliance. </div>		
Name on card _____ Billing Address _____ Credit Card # _____ Exp. Date _____ 3 Digit Security Code _____ Cardholder's Signature _____ Date _____ \$5.00 service fee on c.c. charges <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Paying by check made payable to Village of Lake Orion </div> <div style="text-align: center; margin-top: 10px;"> <input checked="" type="checkbox"/> Please include a separate check for the application fee of \$5.00. This is non-refundable and due with application. <input type="checkbox"/> </div> <div style="text-align: center; margin-top: 10px;"> Mail completed application to: Lake Orion DDA, 118 N. Broadway, Lake Orion, MI 48362 </div>		

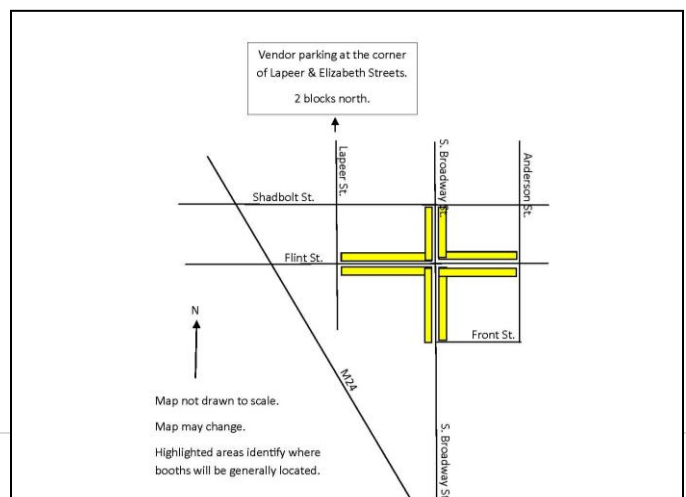
Electricity – Electricity must be paid for in advance with application. We cannot guarantee electricity for those who do not request it on their application. Outdoor vendors must provide their own heavy duty cords. Electricity is limited to one plug and 250 watts (5 – 50 watt light bulbs). If more is required, you will need to provide your own generator which cannot exceed 32 db noise level and placement must be approved by the Lake Orion Flower Fair.

Equipment Rental – 8' tables can be rented for \$15 each and will be located in your booth when you arrive. You must provide your own chair(s).

Want to be a featured sponsor?

Please contact us @ (248)693-9742 or events@downtownlakeorion.org.

We'd love to tailor a sponsorship package for any dollar amount to suit your needs.



2015 Flower Fair Rules & Regulations

Sign and return with application

1. SET-UP begins on Friday between the hours of **8am – 10am**. Vehicles must be removed from streets and parked in designated Vendor Parking Lot with parking pass displayed on dash by 9:45am. This includes overnight and trailer parking.
2. **Vendors must be set-up and ready to receive customers at 11:00am on Friday and 9am on Saturday.**
3. TEAR-DOWN shall NOT begin before the close of the event on Saturday after 6:00pm and shall take place in an orderly fashion. Once a Flower Fair staff member has observed your entire booth is torn down and packed up, you will then receive a Load Out Pass to re-enter the show site with your vehicle.
4. All booths and their contents must be furnished by the vendor and fit within the prescribed space. No spreading will be tolerated.
5. Proper tent weights must be provided and DDA staff will check of compliance. Vendors that do not have tent weights will be asked to get them or leave the show.
6. It is the responsibility of food vendors to provide a functioning fire extinguisher in their booth.
7. **Electrical demands can not exceed 250 watts (i.e. 5 – 50 watt bulbs)** – and we must know if you need electricity by **March 31st. No exceptions.** We recommend outdoor extension cords of at least 50 - 100 feet to allow for flexibility. You must provide your own cords.
8. Use and placement of generators must be pre-approved by Downtown Lake Orion by March 31st and may not exceed a 32 db noise level.
9. Vendors must remain open during the posted hours of the show and oversee their exhibits at all times. Failure to do so will result in a penalty fee of \$50 issued by the Lake Orion DDA. Overnight security is provided, however it is your responsibility to secure your tent and items.
10. Vendors must stay in the confines of their booth for selling.
11. Water is available for flowers and plants from the hydrant. **Bring at least a 50 to 100 feet of hose.** We'll provide the reducer and fitting on a rotating/sharing basis.
12. Booth sharing is not permitted with the exception of approved collaborating vendors. Booth assignments are at the sole discretion of Downtown Lake Orion and are not interchangeable.
13. Michigan Sales Tax must be collected and remitted. Please call (517) 636-4660 or register on line at www.michigan.gov/treasury
14. **Vendors must sign and return a Hold Harmless Agreement with this Application.**
15. Food Vendors are required to comply with all procedures as specified by the **Oakland County Department of Health and should assume inspection.**
16. **Please take your bulk trash (boxes, flower pots and flats, etc.) with you every evening. No disposal of bulk trash will be tolerated.**

17. This is a two day show. You are expected to be set-up rain or shine. In the case of severe weather, you will be notified by Flower Fair staff when it is appropriate to leave.
18. Application fee and booth rent are not refundable once cashed. No exceptions.
19. No refunds under any circumstances or reason whatsoever will be given. Festival will be held regardless of weather conditions, rain or shine.
20. A \$40.00 fee will be assessed on any check returned by Exhibitor's bank.
21. Failure to follow these rules, or abusive behavior to show volunteers, employees or management, will result in immediate termination of your participation in the show.

Please complete application, sign all forms, and return along with your payment to:

Lake Orion DDA, 118 N. Broadway, Lake Orion, MI 48362. ATTN: Flower Fair

We recommend making a copy for your records.
Approximately two weeks prior to the event, you will receive a final Vendor Packet, including all loading and parking passes, and assigned booth location.

-----**Detach here**-----

I agree to the terms stated above and understand that if I fail to adhere to the regulations as stated, I may forfeit my application fees and be removed from this event and all future participation.

Print Name: _____

Signature: _____

Business Name: _____

Date: _____



Would you like to submit photos of your work, display or merchandise for possible use in marketing and advertising materials?

Email photos to events@downtownlakeorion.org.

We'd love to include you!

Do you have a Facebook page? Please share your link _____

Questions?

Please contact LODDA Events @ (248)693-9742 or
events@downtownlakeorion.org

This Hold Harmless must be signed and returned with application.



118 N. Broadway, Lake Orion, MI 48362

Phone: 248-693-9742 Fax: 248-693-9749

www.downtownlakeorion.org

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

HOLD HARMLESS

For in consideration of the contract between Vendor and the Downtown Development Authority of the Village of Lake Orion (the Lake Orion DDA) to operate its business as a vendor at the **2014 Lake Orion Flower Fair**, the undersigned Vendor acknowledges that it is acting as an independent contractor on its own behalf, and not as an employee or agent of the Lake Orion DDA, or any other governmental entity. Furthermore, the undersigned Vendor does hereby agree to fully release, hold harmless, defend and indemnify the Lake Orion DDA, and the Village of Lake Orion, from any and all claims, losses, demands, causes of action, costs, expenses or damages of any kind, or nature, including reasonable attorney's fees, brought or rendered against, or incurred or suffered by the Lake Orion DDA, and the Village of Lake Orion, and each one's boards, councils, commissions, consultants, employees, agents, representatives, or designees, by reason of or arising out of the grant or exercise of rights or permission to operate as a Vendor at the Lake Orion Flower Fair.

VENDOR

Please print name below each signature

Signature

Print Name

Date _____