

Haven Place Family Day Vendor Form

Sat. August 20, 2022

9:00am to 6:00pm

If you would like to be a Vendor at the Haven Place Family Day please submit the registration form as soon as possible. The \$30.00 (Thirty) \$ fee must be paid with your registration form by June 1, 2022 to lock in your space. After June 1, 2022 the Vendor fee is \$60.00. This event is an OUTSIDE event and is Space Only. The \$30.00 fee is for a 10 x 10 space. You are responsible for supplying your own Vendor table, tent, chairs, generator, electrical cords and lighting. Your space will be locked in once payment is received. To charge over the phone call 586-484-8540 or send check made out to Haven Place to 58575 Main Street New Haven, MI 48048. You are welcome to come in directly to make your payment also.

One Direct Party Vendor per Company, such as It Works!, LuLaRoe, Premier Jewelry, Thirty One, etc....These will be given to the first to register. Unlimited vendors such as Food, Arts, Crafts of all kinds, Wood & Metal Crafts, Homemade items, Jewelry, Antiques, Sports Memorabilia, Glass and Garden Art, etc....are welcome. We would love to have Vendors that cater to kids fun, games and items.

Thank you for your participation in The Haven Place Family Day. You are an Integral part of making our community great. We are looking forward to a day of celebration with you.

2022 Vendor Booth Agreement Rules & Regulations

The purpose of this agreement is to set forth the terms and conditions whereby the Operator/Vendor is authorized by Haven Place Inc. a sponsor of the Haven Place Family Day for the purpose of promoting and/or selling represented products under the following terms and conditions.

TERMS AND CONDITIONS:

1. **HOURS** – The booths will be open for business Saturday August 20, 2022 9:00am to 6:00pm. Operators/Vendors will not be allowed to leave The Haven Place Family Day Event prior than the designated time above. (unless weather permits)

2. **REPRESENTED PRODUCTS** – Only the product (s) specified below will be allowed to be represented and/or sold at your booth during the event No changes may be made without prior consent of the Event Director.

3. **TERMINATION RIGHTS** – Haven Place and it's directors reserves the right to terminate the operation of the Operator/Vendor at any time during the event for any of the following reasons:

- A. A professional manner is not maintained by the Operator/Vendor and its employees.
- B. Operator/Vendor or its employees behave in a manner that could be construed as racist.
- C. Operator/Vendor or its employees commit any act detrimental to the purpose of the event.
- D. Operator/Vendor or its employees violate any provision of the Health Department.
- E. Operator/Vendor or its employees fail to cooperate with event coordinators.
- F. Operator /Vendor or its employees breach any of the agreements listed herein.

4. **COST** – In exchange for the right to promote and/or sell stated product (s) during the Haven Place Family Day Event the Operator/Vendor agrees to pay Haven Place when sending in application .

The Vendor fee is for 10 x 10 booth space for Saturday only in the assigned event area. You will be given a specific assigned space upon check in. This price includes space only. Vendor provides tents, tables, chairs, generator, electrical cords, lights, etc.

5. **PREMISES** – Operator/Vendor warrants that the premises shall be left in original condition as upon arrival; this includes picking up trash at and around Operator’s premises.
6. **SET-UP AND DEPARTURE** – Operator/Vendor shall set up its booth in accordance with the rules set by the event director. Set up may begin at 6:00 am and booth shall be ready to begin operation by 9:00 am. Roads will be shut down at 7:00am. Vendors will be allowed in only. **Due to event layout and space requirements, vendor’s vehicles cannot be parked along side vendor’s booth.** Vendors will be allowed to drop off merchandise and park in the designated area. Breakdown for all booths may begin anytime after 6:00 pm. **All vendors MUST remain open until 6:00 p.m. When departing be considerate of those around you.**
7. **ELECTRICAL NEEDS /DESIGNATED AREA**– Haven Place Family Day Event does not supply any electrical needs. You as the Operator/Vendor are responsibly for any electrical needs. Generators are allowed ONLY if designated on application and approved by event coordinator when payment is received. Operator must supply own extension cords. Operator agrees to operate all electrical equipment, including but not limited to lights and attachments, including all wiring in a safe, intelligent manner. Haven Place and its Directors cannot be held responsible for accidents caused by Operator not accurately utilizing this system. Location of Booth will be in block specified by your Vendor Number that you are given upon **check in which is located at registration table in front of The Rose Cellar Florist located at 58316 Main Street New Haven, MI 48048.** Exact location decision is made at the discretion of the event director. Operator/Vendor must use their designated area only.
8. **BOOTH RULES:** Booth assignments are made by Haven Place Family Day event Coordinators based on operational and space requirements of the event. Therefore, Haven Place and it’s directors reserves the right to refuse any application. Vendors must be checked in and materials placed in the assigned booth space during the designated set up time. Failure to set up during designated times, **removal of vehicles** from event grounds, or changing booth locations will be cause for removal of vendor. All merchandise should be clearly marked. Booth fee is for space only. Event does not provide table, chairs, tents, electricity, electrical cords, lighting of any kind. Booth spaces are for individual vendors and may not be shared. All vendors are individually responsible for the collection and payment of state and local sales taxes. This is an **OUTDOOR** event.

9. **INDEMNIFICATION**- Only for Festival Attraction/Rides Operator agrees to obtain commercial general liability insurance, including products, in an amount no less than \$1,000,000 for bodily injury and property damage from a company acceptable to the organizers. Vendor agrees to obtain liability insurance to protect Operator during the event and to provide Haven Place Inc. a certificate of insurance.

10. **TERMS** – Operator/Vendor booth fee is due with application. **The Operator/Vendor will not be allowed to set up unless vendor is paid in full.** Upon signing this contract, Operator/Vendor agrees to abide by the Terms and Conditions set forth herein.

TERMS & CONDITIONS:

1. Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia. No weapons allowed.
2. Exhibitor must check in with the Haven Place Family Day Event coordinators before setting up.
3. Security will be the responsibility of the vendor. Haven Place Inc. The Village of New Haven will not be responsible for damage to exhibit for any reason.
4. Exhibitor will be responsible for any trash in his/her area. Trash cans will be placed throughout the area and may be used by the vendors.
5. Exhibitors shall not transfer or sublet the space or any part thereof or permit the same to be used by any other person without the written consent of the event coordinators.
6. Event coordinators shall have the right to terminate the contract granted hereunder at any time without liability, upon the refund of the fee paid herewith. There are no refunds whatsoever in the event that this shall occur. The Haven Place Family Day Event will take place no matter the weather conditions. This is on **OUTDOOR** event. Please prepare as such.
7. Exhibit spaces shall not be reserved until registration form is turned in and payment is received.

8. No food or beverages will be given away free of charge.
9. Parking in designated areas only. Operators/Vendors will be instructed on parking designation when you check in. Anyone parked in the The New Haven Post Office Parking Lot will be towed at owners expense. Roads shut down at 7:00am.
10. No pets allowed.
11. If you the Operator/Vendor are a "No Show" on the day of event, no refund will be providedd.
12. ALL FOOD VENDORS MUST follow the food vendor guidelines that are through the Macomb County Health Department website. It is the vendors responsibility to contact the health department and obtain the necessary permits to be an eligible vendor at the event.
13. Smoking is allowed in one designated area ONLY.

The Haven Place Family Day coordinators reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of Haven Place Family Day Event.

This agreement releases Haven Place Inc. and The Village of New Haven from all liability relating to injuries that may occur **during The Haven Place Family Day Event on August 21, 2021 located on Main Street, between Haven Ridge Road and Division street in New Haven, Michigan 48048.** By signing this agreement, I agree to hold **Haven Place Inc. and The Village of New Haven** entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

By signing below I forfeit all right to bring a suit against Haven Place Inc. and The Village of New Haven for any reason. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.

Vendor Application for the August 20, 2022 Haven Place Family Day Event

Company Name _____

Operator/Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Vehicle LIC#: _____ Phone: _____

Email: _____

Describe Products Sold: _____

Card Number _____ Exp. _____ 3 digit cve _____

Vendor fee for booth space \$ _____ \$30 by June 1, 2022 \$60 after June 1, 2022
I, _____, fully understand and agree to the above terms.

Please return this signed contract, along with your check (make payable to Haven Place Inc.) Over the phone payment is available. Visa Master Card & Debit Card accepted. Please keep in mind, spaces are limited and are assigned in order they are received! If your business is not selected to participate at The Haven Place Family Day Event a full refund will be given.

Haven Place 58575 Main Street New Haven, Mi 48048 586-484-8540 havenplaceinc@gmail.com
www.havenplaceinc.weebly.com like us on facebook

Haven Place is a non-profit 501c3 charitable organization. All proceeds go to support Haven Place and all of its events and activities. Thank you for your support!