

# Lake City Area Chamber of Commerce

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107 S. Main St., P.O. Drawer H • Lake City, MI 49651 • (231) 839-4969 • Fax: (231) 839-5991  
www.lakecitymich.com info@lakecitymich.com

Dear Vendor,

We would like to consider your application for participation in our Greatest 4<sup>th</sup> in the North and/or the Festival of the Pines, celebrations. Please fill out the application below and return it to the Lake City Area Chamber of Commerce, at the above address.

This application is for professional vendors, distributors, businesses, or organizations who wish to pass out information, or sell new merchandise. (**No Flea Market Vendors Need Apply**). We do our best to select vendors that we feel will complement each other and our event. We will contact all vendors whom we feel fit these criteria and discuss the best possible location for them, upon receiving all applications.

The Lake City Area Chamber of Commerce reserves the right to refuse any applicant the privilege of setting up a vendor stand.

<b><u>FEES:</u></b>	<b><u>12' X 12' Space</u></b>	<b><u>12'X12' Space</u></b>
	<b><u>Greatest 4<sup>th</sup>(5 days)</u></b>	<b><u>Festival of the Pines</u></b>
<b><u>Professional Vendors</u></b>	<b>\$200 per space</b>	<b>\$75 per space</b>
<i>(\$50 non-refundable deposit</i>	<b>\$275 for 2 spaces</b>	<b>\$125 for 2 space</b>
<b><u>must accompany this application.</u></b> )	<b>\$400 for 3 spaces</b>	<b>\$150 for 3 spaces</b>
		<b>Sorry No Food Vendors</b>
<b>Non-Profit Organizations</b>	<b>\$10 per day, per space</b>	

Company or Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Type of information, or merchandise to be displayed or sold. **BE SPECIFIC:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANY ITEMS NOT LISTED WILL NOT BE PERMITTED IN THE SHOW!**

What special needs do you have? More than one outlet for 110 Electric? Water? Etc. Do you work out of a wagon? If so how large? Etc. Do you use an air compressor? How large is your tent?

\_\_\_\_\_  
\_\_\_\_\_

Which show are you applying for? Circle One:    Greatest 4<sup>th</sup> / Festival of the Pines  
Days you would like to participate (non-Profit groups only): \_\_\_\_\_

**Applications should be received by the Chamber of Commerce**  
**30 days prior to the Event.**

## **The Greatest Fourth in the North Vendor Information**

This event brings an estimated 25,000 people into our community. We feature a carnival during the entire festival, a grand parade, beach volleyball tournament, children's parade & entertainment, 10K & 5K, an arts & crafts show, fireworks, and much more. We also feature free nightly entertainment shows held in the City Park. As a vendor you will be placed in the parking lot, next to the City Park Free Stage. Spaces are **12' deep and 12' long**. You may request more than one space. **We recommend pop-up style tents for this venue and weight for tie down, absolutely no stakes can be used.**

- ☞ Unloading – Friday, June 30, from 9 a.m. - 3p.m. You should be able to pull right up to your space to unload, baring traffic congestion!
- ☞ **One 110/20 amp electric outlet is provided per space. If more is needed, you need to make special arrangements. Extra charges may apply!**
- ☞ After unloading vendors need to park in the designated areas. Maps will be provided to you.
- ☞ **NO PARKING ON MAIN ST., IN THE VENDOR AREA, OR ANY WHERE NOT SHOWN ON THE PARKING MAP, IS ALLOWED** other than for set up or tear down.
- ☞ If you are accepted into the show, we will send you confirmation along with a map with your location.
- ☞ **Be prepared**, such as having a small wagon, dolly, etc. to move merchandise into and out of the area during the celebration.
- ☞ **No tents or campers, etc. are allowed in the park area for sleeping purposes, unless you have live animals.** Talk to us for special arrangements.
- ☞ No overnight parking is allowed in City parking lots.
- ☞ **ABSOLUTELY NO PETS ARE ALLOWED.** Please make prior arrangements if your pets travel with you.
- ☞ **NO FLEA MARKET** set ups or merchandise is allowed. All merchandise needs to be displayed in a professional manner with cloths covering tables. No merchandise can be displayed in a cardboard box.
- ☞ We ask that you do not bring merchandise that is not family friendly, ie knives or weapons of any kind.
- ☞ There is NO electric available for your use for such things as motor homes. If you would like to make reservations to camp at one of our full service parks you may call Missaukee County Parks at (231) 839-4945 or Maple Grove Park at (231) 839-4429. We suggest you do this immediately if you area accepted into the show.
- ☞ Failure to follow any of the above rules can result in your being withdrawn from the show and/or being charged for any damages.

### **Required Hours of Operation:**

Friday, June 30	3 p.m. - 10:00 p.m. (Entertainment on Stage)
Saturday, July 1	10 a.m. - 10:00 p.m. (Children's Day + Entertainment on Stage)
Sunday, July 2	12 p.m. - 10:00 p.m. (Battle of the Bands)
Monday, July 3	10 a.m. - 10:00 p.m. (Karaoke)
Tuesday, July 4	9 a.m. - 10:00 p.m. (Grand Parade 10 a.m., Entertainment on Stage, Car Drawing 10:15p.m., Fireworks 10:30 p.m.)

**These hours will be listed in our 10,000 celebration programs. If you cannot maintain these hours, please do not send in an application. You may choose to open earlier or remain open later. We want the celebration to be successful for you and to do so, we need your cooperation and all vendors open during these prime times.**

***1/2 of All Fees' are refundable up to 30 days prior to the show. No refunds will be given after that time. All fees must be sent upon approval of vendor's participation.***

## Festival of the Pines Vendor Information

All retail vendors will be placed in our downtown city park in front of the Beverage tent. The tent alone will have approx. 5000 people enter. Customers must pass by you to get to the entrance! Spaces are 12'X12' and you may ask for more than one space. An area will be blocked off for vendors to unload on Friday from 9 a.m. - noon on Main St. After unloading vendors need to park in the designated parking lot areas.

- Park maps will be provided showing your space location along with a parking map if you are accepted into the show.
- **One 110/20 amp electric is provided per space. If more is needed, you need to make special arrangements. Extra charges may apply.**
- **Be prepared**, such as having a small wagon, dolly, etc. to move merchandise into and out of the area during the celebration.
- Parking maps will be sent to you, if you are accepted into the show, along with your confirmation to the show. The parking lots noted are the **only** places you may park after unloading. Please do NOT park in any other locations.
- Absolutely **NO STAKES CAN BE USED IN THE PARK**. You need to utilize a weight system.
- There are absolutely no vehicles allowed on the grass in the park for any purpose. We are not allowing any type of merchandise wagons in the park area that cannot be placed there without a vehicle.
- NO TENTS ARE ALLOWED IN THE PARK FOR SLEEPING PURPOSES.
- There is no overnight parking permitted in City parking lots.
- ABSOLUTELY NO PETS ARE ALLOWED. Please make prior arrangements if your pets travel with you.
- We do not provide security, however there are security cameras. After the tent closes, (1:00 a.m.) You will be allowed to pull your vehicles up on Main St., to allow you to put away any or all merchandise.
- There is NO electrical available for your use for such things as motor homes.
- If you would like to make reservations to camp at one of our full service parks you may call Missaukee County Parks at (231) 839-4945 or Maple Grove Park at (231) 839-4429. We suggest you do this immediately upon acceptance into the show.
- Table cloths are required to cover tables.
- We ask that you do not bring merchandise that is not family friendly, ie knives or weapons of any kind.
- ***Sorry, No Food Vendors are accepted at this show.***
- Failure to follow any of the above rules can result in your being withdrawn from the show and/or being charged for any damages.

### **Required Hours of Operation:**

Friday, September 8 - Noon – 10:00 p.m.

Saturday, September 9 - 9:00 a.m. - 10:00 p.m.

These hours will appear in the festival Schedule of Events. It is important that you maintain these hours for your benefit, other than in inclement weather conditions.

***1/2 of All Fees' are refundable up to 30 days prior to the show. No refunds will be given after that time. All fees must be sent upon approval of vendor's participation.***

# LAKE CITY AREA CHAMBER OF COMMERCE

107 S. Main St., P.O. Box H  
Lake City, MI 49651  
(231) 839-4969 Phone (231) 839-5991 Fax

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## DISCLAIMER

The Lake City Area Chamber of Commerce, its Chairperson(s), the City of Lake City, the Private Property Owner will not be held responsible or liable for any personal injury, theft, loss, damage or defacement of property on display occurring before, during, or after the event...No matter how caused.

You, as a vendor, are liable to the State of Michigan for all tax on sales. For insurance purposes, the Lake City area Chamber of Commerce requires a copy of your Certificate of Insurance to be included with your application or upon acceptance into the festival.

**No Flea Market vendors need apply as a crafter or a vendor. The Chamber will only accept professional looking displays and quality merchandise.**

I have read and understand the above agreement:

Company Name: (If applicable) \_\_\_\_\_

Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

*The Lake City Area Chamber of Commerce*  
*“Thanks You”*  
*for your participation in our festival and we wish you the*  
*“Best of Luck”*

**Lake City Area Chamber of Commerce**  
**107 S. Main St., P.O. Box H**  
**Lake City, MI 49651**  
**231-839-4969**

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I have been informed that there is an underground sprinkler system in the downtown Lake City Park located at 111 S. Front St. in Lake City, Michigan. The City of Lake City Ordinance Code, SECTION 90.41 of CHAPTER 90, states: "Use of staking in the Park shall be prohibited. Structures such as tents, stands, and trailers etcetera, shall be held in place by a safe, weighted restraining system supplied by the vendor. Vendors unable to comply shall not be allowed to set up in the area." I agree to obey the City ordinance and use no stakes that may damage the sprinkler system. If I do not comply with the ordinance I understand that I will be charged with any damages incurred by me by the City of Lake City and I will be responsible to pay any and all repair charges and fines.

Name: \_\_\_\_\_  
(Print full name)

Address: \_\_\_\_\_

Signature: \_\_\_\_\_