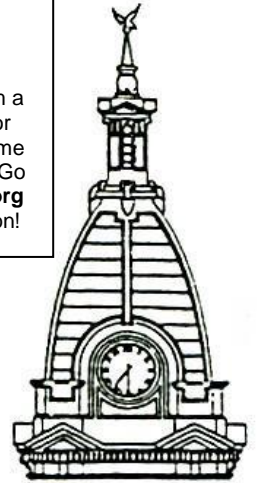


Spring Fling Down Home Days



MACC members may claim a \$10 discount per space for Spring Fling and Down Home Days Courthouse Shows. Go to www.masonchamber.org for membership information!



Spring Fling & Down Home Days Courthouse Shows Mason, Michigan – Hometown U.S.A. FOOD VENDOR APPLICATION

Our annual "Spring Fling" show (since 1983) on the first Saturday in May and our annual "Down Home Days" show (since 1973) on the third Saturday in September are both outdoor "arts, crafts and more" shows that surround the Ingham County Courthouse in downtown Mason and are held rain or shine. Show hours are 9 AM to 4:30 PM. The seven food vendor spaces are 10' x 10' or 10'x20' and the fee is \$60 for a single or \$75 for a double per space per show. MACC members get a \$10 discount on booth spaces. Vendors may set up any time after 6:00 AM on the days of the shows. We are not responsible for earlier setups. Applications are accepted at any time and selected based on Chamber membership and food variety until all booth spaces are reserved. Limited electricity is available at 15 amp 110V and 30 amp 220V in most spaces.

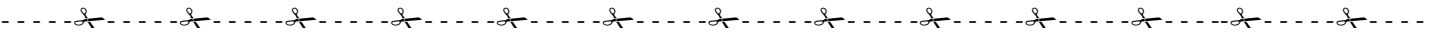
You will receive a postcard confirming your booth space after March 15th for Spring Fling and after July 15th for Down Home Days. Local and state governments have requested that we furnish them contact information and with the sales tax license numbers of our vendors. There is a space on the application form for you to provide that number. If you need to get a sales tax number, you may contact the Michigan Department of Treasury at 517-636-4660 or apply online through the www.michigan.gov website. If you need licensing to meet the requirements of the Ingham County Health Department, please contact them at the www.ingham.org website. Statewide licensing is also available through searching the www.michigan.org website. See attached rules for details.

If you were a vendor at last year's Spring Fling, you may have your same booth space at this year's if we receive your application and payment by March 15. If you were a vendor at last year's Down Home Days, you may have your same booth space at this year's if we receive your application and payment by July 15. Only one vendor for certain major food products is allowed (i.e. hot dogs, tacos, elephant ears, etc.), and this is enforced as necessary. Compliance with health department and other regulations is the responsibility of the vendor. All vendor information is shared with governmental authorities. Requests for refunds will not be honored. To participate in one or both of these shows, complete the form on this page, make your check payable to MACC and mail it to us right away!

MAIL TO: MASON AREA CHAMBER OF COMMERCE - 148 E. ASH STREET - MASON, MI 48854

FOOD VENDORS: Include payment of \$75.00 for each 10' X 20' space you are requesting. (MACC members \$65.00)

Phone: (517) 676-1046 - Fax: (517) 676-8504 - E-Mail: masonchamber@masonchamber.org - Website: www.masonchamber.org



Business/Organization _____ E-Mail _____

Contact Person _____ Telephone _____

Address _____ City _____ State _____ Zip _____

Description of Menu Items _____ (enclose if necessary)

Michigan State Sales Tax License Number _____ (As required by the State of Michigan and Ingham County)

What are your power requirements? _____

Special Transitory Food Unit (STFU) License Number _____

The vendor hereby releases the Mason Area Chamber of Commerce, the City of Mason, the County of Ingham, its members, board of directors, staff, and volunteers of any liability for damage, injury, or loss to any person or goods from any cause whatsoever. The Mason Area Chamber of Commerce reserves the right to require the removal of any items or vendor it deems objectionable and inappropriate without refund of fees. Please sign below to confirm that you have read, understood and agree to the attached information and application, as well as all terms listed:

Signed: _____

Spring Fling _____ Down Home Days _____ Both Shows _____

Please do not write below this line

FOOD VENDOR INFORMATION



Please enclose a menu of what you will offer, if needed. Vendors may offer to the public only what is listed on or with their application. Note that we will work with you to confirm your menu and pricing to ensure menu variety and pricing consistency. We do not want to have numerous vendors selling the same thing, as that benefits no one. In every case, Chamber members will have first option to obtain a food booth. Once the members are chosen, we will select outside vendors based on the types of foods offered and the vendor's experience with selling food at these types of events. Our goal is to have a balance and variety of foods offered to the public.

Food vendors may sell non-alcoholic beverages from their booth. No alcoholic beverages can be sold out of your booth at anytime. Crafts or other products will require a separate exhibitor application. The Chamber reserves the right to make the determination as to vendor location. This determination will be based on type of product offered, space requirements and space availability. You will be notified by mail of your acceptance. If you are not accepted, your fee will be returned.

Concessionaires must comply with Ingham County Health Department regulations. Inspectors will be on site. Pre-event reviews may also be required where warranted. Full payment for spaces must be received for spaces to be confirmed. Make check or money order payable to the Mason Area Chamber of Commerce. Electricity is provided. Water and tables are not provided. If you need a specific type of power you may choose to supply your own generator or other power source, cords, etc. All food vendors are required to have at least one fire extinguisher. All food vendors participating must have liability insurance for the event.

All food and drink concessionaires are required to have two twenty-gallon trash cans or larger. Spaces must be kept litter free with trash bagged up. Vendors are not allowed to hand out fliers, brochures, coupons, etc. outside of vendor space. The State of Michigan requires the collection of 6% State Sales Tax. Vendors are responsible for collection and payment of this tax.

Payment can be made by credit card (Visa or MC only), money order, or check. A \$30 charge will be assessed for bounced checks (no exceptions). There are no-refunds available, once accepted to an event, all funds are committed to the production, promotion and marketing of that event.

All temporary food service establishments must be licensed under the Michigan Food Law, P.A. 92 of 2000. A temporary food service license is needed when serving food in a fixed location for less than 2 weeks at a time. It is needed anytime you plan to serve food. To obtain a temporary food service license, you must contact the Ingham County Health Department Bureau of Environmental Health and complete the following at least 10 (ten) business days prior to your event:

- Fill out an application
- Have the application date stamped
- Pay the appropriate fee
- Schedule a food safety class

The application can be downloaded from this site: www.ingham.org. Please fill it out, and bring it with the appropriate fee, at least 10 (ten) business days prior to the event, to the Ingham County Health Department. At that time, you will be asked to schedule a Food Safety Class. The Temporary Food Service Establishment license will be issued on the day of the event, prior to serving. You may not serve food before the inspection is conducted and the license issued.

OPERATING WITHOUT A TFSE OR OTHER PROPER LICENSE IS GROUNDS FOR EJECTION WITH NO REFUND OF FEES

(continued)

The booth requirements include the following:

- Commercial grade or canvas canopy with a minimum of two (2) sides adjacent to one another
- An open wall leading to the fenced-in cooking area
- Front must be completely blocked off as to not permit entry into the booth by non-workers
- Must serve from the front table ONLY. No serving off the grill
- Food is to be covered with approved material when not in continuous use
- Flooring material must be cleanable, non-absorbent material such as asphalt, concrete, rubber mats, etc.

You may serve up to three (3) potentially hazardous foods. All food products served must be prepared on-site or in a licensed kitchen and not at home (no home-canned foods allowed). Food must also come from an approved source such as retail grocery or wholesale.

The following checklist will help you prepare for your event:

- **License displayed in a prominent place**
- **Refrigeration (below 45 F)**
 - Ice chest with drain and lots of ice
 - Mechanical refrigerator
- **Hot food facilities (one or more of these) above 140 F**
 - Sterno
 - Steam table
 - Electric hot plate
 - Butane gas stove
 - Electric warmer/crock pot
- **Extra service utensils**
- **Plastic wrap or foil covering foods**
- **Shelving for food and single service item storage**
- **Handwashing supplies**
 - Coffee urn and warm water for handwashing
 - Pan to catch the splash (located below handwashing urn)
 - Hand soap and paper towels for handwashing
- **Dishwashing supplies**
 - Three (3) dish pans for dishwashing and sanitizing
 - Dish cloth, dish soap and chlorine bleach for sanitizing
- **Paper plates, cups, napkins, etc. for service food**
- **Covered, plastic or metal trash containers**

The food vendor information is provided as a guide only. Current regulations at the state and/or county level may supersede these guidelines. Please check with the proper regulating agencies. Thank you for your interest in and support of the Mason Area!