



# Vendor Application for Downtown Development Authority (DDA) Events

Thank you for expressing interest in being a vendor for downtown events.

## 2009 Summer Concert Series:

**Friday, July 24th**

**Friday, July 31st**

Set-up time between 5:00 PM — 6:00 PM.

Name of organization: \_\_\_\_\_

Which type of vendor best describes you? (circle one)

profit food

non-profit food

profit merchandise

non-profit merchandise

DDA business

**\*There is a \$150 non-refundable fee per day for a profit organization and a \$100 non-refundable fee per day for a nonprofit organization.**

**Please make check payable to the Downtown Development Authority.**

**Payment is non-refundable if event is canceled.**

## General Guidelines

### **Vendor is responsible for...**

- Any booth structure. Do not locate booth/cars/trailers on grass area.
- **Providing own power source. (No electrical service available for Concert Series Vendors).**
- Provide trash receptacles for their customers and disposing any trash at the event's conclusion.
- Keep grease, from vendor's area, self contained and dispose of it at event's conclusion.
- Obtain a permit from the health department, if applicable.
- Supply any water that they might need for the event.
- Keep area neat and clean throughout the event.
- Any theft or damage to their area that occurs during the event.
- Any loss of food/profits due to the cancellation of the event.
- Post DDA approved vendor sign during the event. (need to arrange to pickup before the event)
- Submit vendor fees at least 24 hours prior to the event.
- List the Downtown Development Authority and City of Jackson as additionally insured on their general liability insurance.

### **The DDA will...**

- Notify the vendor at the listed number if the event is cancelled.
- Provide power, if available, at which time the vendor must adhere to the guidelines of the City of Jackson, Building Inspection Division for all requirements. (No power available for Concert Series Vendors)
- Place the vendor at locations the DDA feels are best for the event.

**The following MUST be included with Application to be considered:**

- \* Menu (you will NOT be able to sell any items not listed on the pre-approved menus)
- \* Certificate of Insurance - listing the City of Jackson and Downtown Development Authority as additional insured.
- \* Diagram of layout with proper sizing - square footage

Business/Organization Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone( to be reached day of event) \_\_\_\_\_

2009 Summer Concert you would like to participate in (circle dates)

July 24th, 2009

July 31st, 2009

Sales Tax License Number (If applicable) \_\_\_\_\_

In consideration of the rental of space by the DDA, the under-signed on behalf of themselves their agents, assigns, and successors forever discharges and releases the DDA and the City of Jackson of any and all actions, causes of actions, damages, losses, claims, and demands arising out of the undersigned contract for a vendor stand at the DDA events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Applications/Insurance certificates must be received one week before the event.  
The DDA reserves the right to accept or reject applications for any reason.*

**Please send applications to:**  
Downtown Development Authority  
161 W. Michigan Ave. Jackson, MI 49201  
Phone: (517) 768-6410 Fax: (517) 768-6367