



# Vendor Application for Cruise In & Concert 2019

Thank you for expressing interest in vending for the downtown Cruise Ins. Cruise Ins will offer much to Jackson and the surrounding community. Thousands of people come Downtown to check out the different types of cars on display and to enjoy an evening in Downtown Jackson. Thank you for making these events so enjoyable for Jackson County.

## 2019 Cruise In Dates:

**May 24      June 28      July 25      August 23      September 27**

Each event takes place on the fourth Friday of the month from 6pm-9pm.  
Vendors are required to have setup completed by 5 pm for each event.

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

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

*profit food    non-profit food    profit merchandise    non-profit merchandise    DDA business*

**Electric service required? (circle one)      Yes      No**

\*There is a \$50 non-refundable fee per day for a for-profit organization, and a \$25 non-refundable fee per day for a nonprofit organization. Please make checks payable to the Jackson Downtown Development Authority. Payment is non-refundable if the event is cancelled.

## General Guidelines:

### **The vendor will...**

- Provide any booth structure needed, and will locate this only in the specified area designated by the DDA.
- 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.
- Be responsible for any theft or damage to their area that occurs during the event.
- Be responsible for any loss of food/profits due to the cancellation of the event.
- Post DDA approved vendor sign during the event. (supplied on date of event)
- List the Downtown Development Authority and City of Jackson as "additionally insured" on 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.
- 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. An endorsement from the insurance provider is also required.
- \* 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) \_\_\_\_\_

Email \_\_\_\_\_

2019 Cruise Ins you would like to participate in (**circle dates**):

**May 24**

**June 28**

**July 25**

**August 23**

**September 27**

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

*Application and required attachments 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) 788-4355  
kmcdonough@cityofjackson.org

