

## Vendor Application for 2024 Cruise Ins & Concerts

Thanks for your interest in vending for the downtown Cruise Ins. These events welcome thousands of people to downtown Jackson, and provide fun & free entertainment for the whole family. Thank you for being part of these outstanding community events!

### 2024 Cruise In Dates:

**May 24    June 28    July 26    August 23    September 27**

Each event takes place on the 4th Friday of the month, 5 pm - 8 pm.  
Vendors are required to have setup completed by 4:30 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 \_\_\_\_\_

2023 Cruise Ins you would like to participate in **(circle dates)**:

**May 26**

**June 23**

**July 28**

**August 25**

**September 22**

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) 768-6411  
jacksondda@cityofjackson.org

