



Dear Festival Vendor,

My name is Fred Giovannoni and I am the Vendor Chairman for the 2019 Flat Rock Riverfest and Kelley Nowak will be assisting with vendor coordination for the 2019 Flat Rock Riverfest. It will be our pleasure to serve you and help you take advantage of reserving a space for our festival.

Enclosed is an application packet for the 2019 Flat Rock Riverfest. Your application deadline is July 5th, 2019. We will be selecting only a number of vendors with the same merchandise and some vendors there will only be one of its kind. So the sooner you send in your application the better. Once your application and fee has been received and your application is accepted, you will receive a confirmation letter and additional information including parking and lodging. Space assignments will be given during check-in Thursday, September 12<sup>th</sup>, 2019 beginning at noon-7pm and Friday 13<sup>th</sup>, from 7am-noon.

Your application and photos will be reviewed to insure proper placement as well as diversity of products offered. Festival staff will accept applications based on product, display, and history with the festival. We limit the number and type of vendors, so it's important to get your application to us as soon as possible.

Please be sure to read the festival regulations and let us know if you have any questions.

We look forward to working with you!

Regards,  
Fred Giovannoni  
FRRF Vendor Chairman  
734.260.9095  
[Freddyg05@live.com](mailto:Freddyg05@live.com)  
[flatrockriverfest.com](http://flatrockriverfest.com)

Kelley Nowak  
FRRF Vendor Committee  
313.585.1692  
[kelleynowak@hotmail.com](mailto:kelleynowak@hotmail.com)  
[flatrockriverfest.com](http://flatrockriverfest.com)

**FLAT ROCK RIVERFEST 2019**  
**Application/Contract**  
**September 13<sup>th</sup>- 14<sup>th</sup>- 15<sup>th</sup> 2018**  
**CRAFT/RETAIL SALES/COMMERCIAL/NON-PROFIT**  
**APPLICATION DEADLINE: Postmarked by July 5, 2019**  
**Please print all information**

BOOTH # \_\_\_\_\_

NAME: \_\_\_\_\_ Business Name: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP : \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_ NON-PROFIT \$40.00 ID # \_\_\_\_\_

\_\_\_\_ CRAFTS \$70.00

\_\_\_\_ RETAIL SALES \$ 100.00

\_\_\_\_ COMMERCIAL SALES \$ 100.00

\_\_\_\_ PREPACKAGED FOODS \$100.00

Number of booth spaces needed \_\_\_\_\_. Booth spaces are 10' x 10'

Electrical fee: 110v circuit (wall outlet); \$25.00 yes \_\_\_ no \_\_\_ number of 110v \_\_\_\_ x \$25.00 = \_\_\_\_

Please explain/list in detail your products and/or service you would sell. Please print.

Please include two photos of your product and one of your booth setup.

Commercial vendors shall procure public liability insurance of and not less than \$500,000.00 (five hundred thousand dollars) with the City of Flat Rock, Flat Rock Riverfest Committee, Flat Rock Community Foundation, their officers, officials, employees and volunteers as additionally insured.

Setup time is Thursday September 12<sup>th</sup>, beginning at noon until 7pm; Friday from 7am-noon.

Event Hours: Friday 4pm-11pm. Saturday noon-11pm. Sunday Noon-6pm

You will receive your booth number/location at setup on Thursday September 12<sup>th</sup> or Friday 13<sup>th</sup>.

Late fee (after July 5, 2019) \$25.00. Only money orders will be accepted after July 5<sup>st</sup>, 2019.

All applications must be postmarked by July 5<sup>st</sup>, 2019.

Make checks payable to the FLAT ROCK COMMUNITY FOUNDATION and send to following address:

Flat Rock Riverfest  
P.O. BOX 981  
Flat Rock, Michigan 48134

All applications must be completely filled out to receive approval.

**NO APPLICATIONS ACCEPTED AFTER AUGUST 23<sup>th</sup>, 2019.**

This is a rain or shine event, and as such there will be NO refunds.

If your application is not accepted, your fees will be returned.

If you have any questions please call Fred Giovannoni 734-260-9095 or email: [freddy05@live.com](mailto:freddy05@live.com)

Vendor Representative (Signature required)

Date

**OFFICE USE ONLY**

Application and pictures \_\_\_ Fees \$ \_\_\_ late fee \$ \_\_\_ Insurance \_\_\_ Date \_\_\_ Electric \$ \_\_\_ Accepted- y \_n

Please read and sign hold harmless on reverse side

## **HOLD HARMLESS AGREEMENT**

In consideration of the City of Flat Rock granting permission to the undersigned to utilize the city of Flat Rock's sidewalks/streets, and Huroc Park, to sell their products during the special event ( Flat Rock Riverfest ) occurring September 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> 2019, the undersigned hereby assumes all risks and liability relating to the utilization of said sidewalks/streets and Huroc Park agrees to hold harmless and indemnify the City of Flat Rock, City Officials, City Employees, Flat Rock Riverfest, Flat Rock Community Foundation, Flat Rock DDA, Flat Rock Riverfest Committee members, officers, agents, employees and volunteers from all liability and responsibility whatever for injury (including death ) to persons and for any damage to any City of Flat Rock property or property of others arising out of or resulting directly or indirectly from the utilization of said City sidewalks/streets, Huroc Park, in the City of Flat Rock during the above dates.

The undersigned further does hereby remise, release, and forever discharge the City of Flat Rock, City Officials, City Employees, Flat Rock Riverfest, Flat Rock Community Foundation, Flat Rock DDA, Flat Rock Riverfest Committee Members, officers, agents, employees, and volunteers from any and all claims, demands, action, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from the utilization of said City sidewalks/street, and Huroc Park in the City of Flat Rock during above dates.

Agree to this \_\_\_\_ day of \_\_\_\_\_, 2019

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

# FLAT ROCK RIVERFEST

## Rules and Regulations

1. NO vehicles are permitted in the park during festival hours, Friday 4pm -11pm, Saturday noon-11pm and Sunday noon-6pm. **NO EXCEPTIONS.**
2. All applications must be postmarked by July 5<sup>st</sup>, 2019. Full payment plus \$25.00 for each 110v circuit (wall outlet) of electricity you request must accompany all applications. Due to limited amount of electricity available, all requests for electricity must be made at the time of application.
3. This is a rain or shine event, and as such there will be no refunds.
4. All vendors are to be open and ready for business during festival hours, Fri. 4pm-11pm, Sat. noon-11pm and Sun. noon-6pm.
5. All vendors are expected to keep their area clean of trash and debris during and after the festival. Please place your trash by trash cans provided by festival.
6. All participating exhibitors are to supply their own electrical cords and shelter, such as pop up tents. Tables and chairs will not be provided. You must have your tent and other display items secure, properly weighted and with proper electrical hook ups.
7. There is no hawking and you must sell your crafts/items within your booth space.
8. No generators are allowed. No subletting of booth space.
9. Only food vendors are permitted to vend food or drink.
10. The Riverfest reserves the right to delete items from your menu or merchandise to protect all vendors and provide a variety of foods and merchandise with minimal duplication.
11. All food vendors are required to contact the local health department (Wayne County Health Department, 734-727-7400) and obtain all required permits and licenses.
12. All commercial vendors shall procure public liability insurance in the amount of and not less than \$500,000. (five hundred thousand dollars) with the city of Flat Rock, Flat Rock Riverfest Committee, Flat Rock Community Foundation, their officers, officials, employees and volunteers as additionally insured.
13. All vendor vehicles must be parked in designated areas except when loading or unloading.
14. ***Please be sure to make a copy of the rules & regulations to have for reference.***
15. **The Flat Rock Riverfest Committee would like to thank you for your interest in the Flat Rock Riverfest. Have a great weekend!**

The undersigned agrees that he/she has read and understands all requirements, rules and Regulations and will abide by all regulations set forth by the Flat Rock Riverfest.

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Vendor Representative (signature required)

**See reverse side of page for map**



**One parking pass (island parking) per vendor.  
 From the east on W Huron river dr turn left on  
 Bridge. From the west turn right at bridge.**



**Yellow highlighted areas, FR Plaza 27313 Telegraph and Flat Rock high school 25600 Seneca rd is additional parking for vendors and public with FREE shuttle service. Shuttle times are subject to change. Free parking shuttles, Friday 3:00pm-midnight. Saturday 11:00am-midnight. Sunday 11:00am-8:00pm**