



74th Annual Ox Roast

DeWitt Michigan August 16-18, 2019

Food & Beverage Vendor Application

The 74th Annual DeWitt Ox Roast will be hosted in Downtown DeWitt August 16, 17, and 18, 2019. We hope you will join us for this fun-filled weekend featuring a food and beverage court, arts & crafts, entertainment, numerous children's activities, carnival, adult activities, kayak racing, pet beauty contest, bingo, and much more.

2019 General Information

We are seeking a diverse selection of Food and Beverage Vendors for our Food and Beverage Plaza. The Plaza will showcase a variety of food, beer and wine for the thousands of people who attend this family-friendly weekend. If you are interested in participating in this annual event, please review the following information.

Important Dates and Times

- Applications must be received by June 1, 2019
- If selected, signed contract and booth fee must be submitted within 10 days of contract receipt
- Check-in and Set-up: Friday, August 16; 8am-2:00 pm
- Tear down: Sunday, August 18 beginning at 3:00 pm

The event will be open to the public from 4-11 pm Friday; Saturday 10:00 am—11:00 pm; Sunday 10:00 am—4:00 pm. Food vendors are not required to be open the entire time; however, we are encouraging everyone to be open as much as possible for best results.

Fees:

There is a non-refundable fee of \$750 due at the time contract is returned.

Application Procedure

1. Please complete the enclosed application and return with photo of truck and/or booth, product list with pricing, and truck/booth diagram.
2. Please return completed application with required support documentation by June 1, 2019
3. Vendors will be selected based on the following criteria
 - Complete and thorough application
 - Appearance of truck/booth
 - Uniqueness of product
4. Each vendor selected will be provided with an appropriate contract which must be returned no later than June 15, 2019 along with a non-refundable fee of \$750.



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Refunds

There will be no refunds of booth fees after contract has been accepted. A \$50 fee will be assessed for any returned checks. Any violations of the rules and regulations or other applicable city/state/county ordinances will result in immediate dismissal from the DeWitt Ox Roast in which case no refunds will be issued. No refunds will be given due to the cancellation of the event by an Act of God, Local Authorities, or weather related incident.

Sales Tax and Licensing Requirements

Each Vendor is responsibility to acquire all needed county and state permits and licenses including a sales tax license

Location Assignment & Set Up

To capitalize on the closure of the streets for the Ox Roast, the Food and Beverage Plaza will be located in the center of downtown DeWitt. Based on received applications, the Food Concession Chair will assign your location in the best interest of the event. We will do our best to accommodate location preference based on order of received and completed applications.

Once assigned, movement or relocation will not be permitted You will be notified of your location the first week of August. You must set-up within the allotted set-up time period (Friday 8 am—2 pm) No vehicular access to the Event footprint will be permitted until 4:30 pm Sunday or until police deem it safe to enter. All streets will be opened to vehicular traffic by 7:00 pm on Sunday, August 18. Latecomers will not be accommodated and no refunds will be issued.

Do not solicit or impede outside your purchased booth space. Smoking is not allowed within your booth space. Respect your neighbors and customers. . Do not tape, tack, or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property. All inventory and boxes must be contained in your booth area, you may not set-up on the grass, sidewalks, or street outside your booth. Canopies MUST be anchored by weights on all tent corners. Vendors area required to bring their own tent weights. No ground stakes are permitted; the street is concrete/asphalt pavement. Vendors are responsible for transporting and placing their own booths and units. Labor to set-up/tear down booths is not provided. All vendors booths must be ready by 3 pm Friday, NO EXCEPTIONS.

Weather:

All Vendors are required to stay in place for the entirety of the vent rain or shine. In the vent of lightening, trucks with propane tanks will be required to turn them off and go indoors for cover. Vendors may return to their trucks when given the all clear.



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Sound

No loud audio system may be used. Please be considerate of your neighbors.

Electricity

Electricity is available if necessary

Water Hookup

NO water hookup is available to street vendors.

Cleanliness and Trash Removal

Vendors will keep their location and surrounding area clean and free from litter. All garbage must be disposed of at the end of the Festival at designated locations.

Security

Police, EMS, and professional security will monitor and be present throughout the event. The DeWitt Memorial Association will employ a professional security firm to be on-site Friday and Saturday night. The Ox Roast, DeWitt Memorial Association, its sponsors, members, and participants assume no liability for loss or damage to a vendor's cash, wares, or property. Every precaution will be taken to guard against loss or damage.

Non-Transferable

This agreement is non-transferable and may not be assigned to another part.

Alcohol, Foul Language, and Threats to Safety

Consumption, promotion, sales, or possession of alcoholic beverages are not allowed in the Festival footprint unless approved by the Ox Roast Committee. The Event will not tolerate any foul language, threats to the safety and welfare of attendees, or violations of any stated rules or actions deemed inappropriate by the Ox Roast Committee. Any violations of this will be cause for immediate removal from the premises and denial of future participation in the event.

Parking for Personal Vehicles

Vendors must park their personal vehicles in designated areas only. A Parking map will be provided in the information package sent in July.

Use of Name

"DeWitt Ox Roast is trademarked and MAY NOT be used to personalize any items sold at the Ox Roast Event unless the Ox Roast Committee has negotiated, approved, and issued an exclusive Special Activities Contract with you and arrangements have been made for the Ox Roast to receive full commissions or royalties on the sale of that merchandise. DO NOT attempt to use the name or any variation thereof on shirts, clothing, food products, or merchandise of any kind. The Ox Roast will prosecute violators to the fullest extent of the law. This application is not a Special Activities Contract.



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Festival Hours: Friday 4:00 — 11:00 pm Saturday 10:00 am—11:00 pm Sunday 10:00 am - 3:00 pm

Truck Name _____

Contact Person _____ Phone _____

Email _____

Mailing Address _____

City _____ State _____ Zip _____

Website _____ Business License # _____

Product Description (Or attached a menu) _____

Truck or Booth Dimensions Height: _____ x Width _____ X Length _____

Food Truck Truck with Trailer Other (specify) _____

Have you participated in other festivals/events before: Yes No

Please list at least one reference

Contact Name	Location	Name of Event	Phone Number

Vendor approval will be made by a committee. Vendors will be notified of acceptance with appropriate contract within 10 days of application. No refunds after acceptance.

Please mail completed application and supporting documents to:

Lisa Stow
DeWitt Memorial Association
P.O. Box 284
DeWitt, MI 48820



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Hold Harmless Agreement

In consideration of the DeWitt Memorial Association, City of DeWitt, the Ox Roast, and other organizations allowing the undersigned to utilize the City of DeWitt's sidewalks/streets to sell their product during the Ox Roast occurring August 16-18, 2019. The undersigned agrees to hold harmless and indemnify the City of DeWitt and the DeWitt Memorial Association and partnering organizations and volunteers from all liability and responsibility of injury to person(s) for any damage to any City of DeWitt property or property of others arising out of or resulting directly or indirectly from the utilization of said City sidewalk/streets in the City of DeWitt during the above special event dates.

The undersigned further does hereby remise, release, and forever discharge the City of DeWitt, its officers, agents and employees from any and all claim, demands actions, causes of action, damages and liabilities, resulting or arising out of, either directly or indirectly, from the utilization of said City sidewalk/streets in the city of DeWitt during the above special event dates.

Enclosed are the application required documentation for consideration. I understand that completing this form does not constitute acceptance in the DeWitt Ox Roast. I understand that if I am asked to leave said Event, there will be no reimbursement of paid fees. The undersigned hereby attests that he/she has the legal authority to enter into this agreement on behalf of the business listed above. Further, the undersigned has read and understands the rules and regulations of the event and agrees that he/she and any individual representing his/her business will abide by the rules and regulations.

By signing, you agree to and understand all rules and what is expected

Agreed this _____ day of _____, 201_____

Signature _____

Printed Name _____

Photography Waiver

I authorize the DeWitt Memorial Association, City of DeWitt and the DeWitt Area Chamber of Commerce to use and reproduce any photographs, personal narrative, interview or audio video recording of my participation for any and all purposes.

Please initial indicating your acceptance _____

Vendor Application Checklist

You must include all of these items or your application will not be accepted:

- Completed application and hold harmless agreement, signed and dated
- Photos of merchandise
- Product List with pricing
- Truck/Booth Diagram
- Copy of Food License

**Mail Completed Application,
supporting documents to:**

**DeWitt Memorial Association
P.O. Box 284
DeWitt MI 48820**