



2010 COMMERCIAL/BUSINESS BOOTH APPLICATION Check List

- Pages 1 , 2 and 5 with **ALL** blanks filled and questions answered.
- Signatures and phone numbers on page 3.
- Visit the Plymouth Fall Festival web site for all meeting dates and times.
<http://www.plymouthfallfestival.com>
- Check for PARTICIPATION / SPACE fee (\$ 800.00 for your initial space required).
Each additional space (\$ 400.00). Please make your checks payable to:
PLYMOUTH COMMUNITY FALL FESTIVAL
- Insurance certificate naming the **City of Plymouth and the Plymouth Community Fall Festival**
as the additional insured, or a check for the insurance deposit. \$150.00
Please make your checks payable to: Plymouth Community Fall Festival.
- Three (3) copies** of pages 1, 2, and 3 of the application, including all of the above listed items.

COMMENTS

Please let us know what you think. If you have any comments good or bad tell us what they are, and please attend the monthly meetings which are normally held on the second Tuesday of each month at 7:30 PM in the Plymouth City Hall (up-stairs).
Check the web site for any scheduling changes. [Http://www.plymouthfallfestival.net](http://www.plymouthfallfestival.net)

APPLICATION SHOULD BE HAND DELIVERED TO THE NEXT BOARD MEETING
ON OR MAILED 7 DAYS BEFORE AUGUST 20 TO:

**Plymouth Community Fall Festival
Commercial Application
ATT: Colleen Brown
P.O. BOX 6177
Plymouth, Michigan, 48170-0343**



2010 COMMERCIAL/BUSINESS BOOTH APPLICATION

Page 1

You must submit three (3) copies of pages 1, 2 and 3

PLEASE DO NOT WRITE IN THIS SPACE

Date received _____ Participation & Space Fee \$ _____ Additional Space Fee \$ _____
Insurance Fee \$ _____ Or Proof of Insurance Cert. _____ TOTAL \$ _____

NAME OF BUSINESS: _____

Type of business: _____

Contact Person for Fall Festival activity: _____

Telephone : _____ **Email:** _____

Mailing address for all future correspondence:

Street: _____

City: _____ **State:** _____ **Zip:** _____

Purpose for booth : _____

List all items to be distributed: _____

IF YOU DO NOT REQUIRE A BOOTH, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Type of alternative facility: _____

Dates and times of operation: _____

ADDITIONAL FACILITIES REQUIRED (additional 10 X 10 spaces \$400.00 each)

Number of Spaces: _____ **Number of Tables:** _____ **Number of Chairs:** _____

List all electrical equipment you will be using so that we may avoid the overload problems of previous years.

Only the electrical equipment listed will be allowed in your activity. Please list amperage draw, or wattage rating of each item. We do not allow microwave ovens, and we do not provide 220-volt power. Power will be limited to 20 amps for a single booth, 40 amps for a double booth. List All Equipment used include Watts or Amps:



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Page 2

I. The following question must be answered or your application will not be considered for approval. Please circle the correct answer.

1. Are your principal offices OR services performed within the Plymouth Community?

Yes

No

II. The requirements listed below must be met by all organizations taking part in the festival. By submitting your application you have indicated that you will abide by these and all other requirements as stated in this application or in the by-laws of the Plymouth Community Fall Festival Board.

1. The participation - space fee is \$800.00 (For timely applications).
This will include a space 10' X 10'.
Each additional 10' X 10' space will also cost \$400.00.
2. You will return your area to the condition it was before being occupied by your group.
2. Completed applications with proof of insurance and all fees and information must be RECEIVED by Aug 20. INCOMPLETE or non-approved applications must be presented in person at the August Fall Festival Board Meeting, and is subject to a \$150.00 LATE FEE.
3. Proof of insurance is required and must name the City of Plymouth and The Plymouth Community Fall Festival as the additional insured.
If you do not submit proof of insurance with your application, you must include and additional \$150.00 payment. This payment is for your group to be included in the Fall Festival insurance policy.
4. **No food vendors will be accepted. No food will be allowed to be given away at your booth.**



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Page 3

III. DURING THE FESTIVAL:

1. Each group must be in control of its area or activity at all times.
2. This includes receiving material or equipment, handling and distribution of its products, and any ticket sales, etc.
3. Please display an attractive sign identifying your organization in a prominent place.
4. The participant must keep its area or activity open and staffed during the official hours of the festival. The dates and hours of this years festival are Friday, September 10, noon to 11:00 p.m.; Saturday, September 11, noon to 11:00 p.m.; Sunday, September 12, noon to 6:00 p.m. You may open as early as 10:00 a.m. each day of the festival but you must close at the official closing time.
5. All areas will be checked during the festival for cleanliness and compliance with festival requirements and Wayne County Board of Health regulations. **Failure to comply with these regulations could result in suspension of activities and or ineligibility for next year.**
6. At the close of the festival (Sunday 6:00 p.m.) **all tables must be cleaned and returned to Kellogg Park.**
7. The Fall Festival does not provide lights for the area and/or activities. You should provide your own lights and any extension cords needed.
8. Solicitations of funds by charitable organizations must conform to the State of Michigan Attorney General's office regulations.

The Plymouth Community Fall Festival Board of Directors reserves the right to reject any application. The Plymouth Community Fall Festival will not be held responsible for any equipment, merchandise, goods, or personal property which is lost, stolen, or damaged.

We, the undersigned, have read, understand, and agree to the above listed conditions.

Signature (Responsible Party of organization): _____

Date: _____ (Print Name): _____

Phone: _____ Email _____



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The Plymouth Community Fall Festival Board of Directors is pleased to consider your application to participate in the Plymouth Community Fall Festival.

Official festival dates and hours are:

FRIDAY - SEPTEMBER 10, 2010 FROM NOON TO 11:00 PM

SATURDAY - SEPTEMBER 11, 2010 FROM NOON TO 11:00 PM

SUNDAY - SEPTEMBER 12, 2010 FROM NOON TO 6:00 PM

We request that your booth be open during the **official hours** of the festival. You may open your activity earlier each day of the festival, **but you must close at the official closing time.**

YOUR APPLICATION MUST BE RECEIVED NO LATER THAN: **AUGUST 20** or a late fee will apply.

If your application is not approved or incomplete you must present the application in person at the **AUGUST BOARD MEETING**. (SEE WEBSITE FOR DATE), The meeting will be held at 7:30 p.m. in August at the Plymouth City Hall.

You must **list every item** that will be distributed from your booth.

Please list amperage draw or wattage rating of each electrical appliance used in your booth.
Single booths will be allowed 20 amps, double booths 40 amps.

Applications and/or Questions should be mailed to:

PLYMOUTH FALL FESTIVAL
Commercial/Business Application Committee
Att: Colleen Brown
P.O. Box 6177
Plymouth, Michigan 48170-0943



Plymouth Community Fall Festival **PRESS RELEASE - Page 5**

In order to have your activity publicized in the newspapers, web site and festival guide you must complete this form and return it with your Fall Festival Application.

PLEASE TYPE OR HAND PRINT CLEARLY:

NAME OF ORGANIZATION

ADDRESS

CONTACT PERSON

PHONE#

EXPLAIN YOUR BOOTH ACTIVITIES IN DETAIL

WHAT ITEMS ARE YOU PROVIDING INFORMATION, ETC.

**PROVIDE ANY INFORMATION ABOUT YOUR BUSINESS/ORGANIZATION
THAT YOU WISH TO PUBLICIZE**

YOU MAY ATTACH A SEPARATE SHEET OF PAPER TO THIS FORM IF MORE THAN 6 LINES ARE NEEDED TO EXPLAIN.
