

2023 FOOD VENDOR INFORMATION
JazzFest Michigan - Aug. 4-5
Michigan BluesFest - Sept. 15-16



Festival Information

These long-running festivals (since 1994) have built strong followings of repeat attendees, word-of-mouth endorsements, and aggressive marketing to bring in newcomers. Attendance is consistently in the range of over 5,000 in the course of the two day event. The stage offers hours of outstanding music, in the unique atmosphere of historic Old Town Lansing. A KidzBeat area adds attraction for families on Saturday afternoon.

Application Instructions

To apply for space at either or both of the festivals:

- Complete the online application form
- Attach a menu of items available for sale
- MICA contact information is listed on page 4

Payment Due Upon Application Approval

- Vendor Fees - per festival (posted in contract):
 - 10' x 10' = \$375, 10' x 20' = \$475
 - Half down required 2 weeks after contract sent
 - Remaining balance due by July 1st
- Personal checks are accepted from returning vendors; new vendors have the options of money order, certified check, or credit card. Cash payments will not be accepted.
 - Credit card payments can be submitted using the vendor application form
 - Mailed requests: MICA, 1210 Turner Street, Lansing, MI 48906
 - In person deliveries can be made by appointment
 - In person deliveries without an appointment can be made by placing the documents in a sealed envelope and inserted through mail slot
- Returned/NSF checks or credit card refusal will incur a \$50 fee and may prevent participation (certified check or money order for booth fee and penalty could be considered)
- Payments will not be processed for denied applications.

Refund Policy

- Cancellations given at least 1 month before festival start will be refunded, less a \$75 administration fee.
- Cancellations received less than 1 month before festival start will be considered in terms of any refund being justified.
- Vendors are not allowed to resell any part of their booth space at any time.

Health Department Licensing

If approved for participation, your food license must be provided with two weeks of notification. Food vendors must meet requirements of the Ingham County Health Department, which enforces state law on these matters. Unless you hold a permanent license, at least two months prior to the festival you must have completed the application for a temporary license and be scheduled for a mandatory class. Even if holding an Special Transitory Food Units (STFU), you must notify the Department of your intent to participate. A county official will inspect all food booths at the start of each festival. Vendors may not serve food without a successful inspection and license. If you are unable to participate due to failure to meet deadlines and quality for a license, no refund of the booth fees will be given. To confirm your license information, contact the Health Department.

Linda S. Vail, Ingham County Health Dept. Phone:
(517) 887- 4311
Fax: (517) 887-4310

Booth Information

- Size: Food booth frontage options are as listed on the application. Depth may not exceed 10' from the curb.
- Location: MICA will assign booth space at its discretion.
- Electricity: 110V or 220V electricity is available upon request. Vendors must bring their own extension cords. The festivals continue after dark. There are street lights in the area, however vendors must provide any desired lighting specific to the booth. If approved, plug needs will need to be provided with two weeks of approval notification.
- Water is available. Vendors are responsible to have hoses which meets Health Dept. standards, and to use the gray water disposal tanks provided.
- Furnishings: Each vendor booth is an open asphalt surface. Vendors are responsible for providing their own canopies (trucks/trailers), display tables, equipment, staff seating, etc., appropriate for an outdoor festival, and in accordance with licensing (if applicable).
- Parking: Each vendor will be provided with one pass for parking near the vendor area.

Vendor Schedules

- Set Up: Begins at 9:00 a.m. the Friday of each festival for vendors with trailers/trucks. 11:00 a.m. for vendors using tents. MICA cannot guarantee vehicular access to your booth after 11:00 a.m. due to stage and tent setup and road closings.
- Hours of Operation: Vendors must be open both Friday and Saturday, beginning at 4:30 p.m. on Friday and 1:30 p.m. on Saturday. Bands are scheduled to play each evening until at least 11:00 p.m. Vendors are required to stay open until at least 10 p.m. each evening.
- Weather Concerns: Festival staff will decide if weather problems should halt musical performances. Vendors should not close due to weather unless stages are closed for such reason. No refunds will be issued for weather-related closings of any duration.

Liability:

By signing and submitting a 2022 Food Vendor Application, you agree to the following:

- The Applicant releases and agrees to hold harmless MICA from any and all damages to Applicant's property, or any personal injury that he/she or helpers may sustain while participating in the Lansing JazzFest and/or Michigan BluesFest. Applicant further understands that he/she stores equipment and supplies at his/her own risk.
- The Applicant affirms that during the dates and times of its participation in the Festival(s) it shall have in full force and effect liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) to cover bodily injury or death of one or two persons in any one occurrence or incident, and the same limit for property damage or destruction, to cover any claims arising out of and due to Applicant's acts or omissions.
- MICA and the festivals do not carry insurance to cover your personal property. Although security is provided on the festival grounds overnight Friday, MICA and the festivals are not responsible for any lost, stolen or vandalized goods or equipment. You may leave your booth structure intact overnight, and merchandise may be left overnight, at your own risk. However, as an independent contractor, you are strongly advised to obtain your own insurance and properly secure your property

Customer Seating

Festival-goers may purchase food and consume it in the beverage tent. To the extent Public Safety allows, there will also be near the food court tables and chairs where customers of all vendors may consume food and nonalcoholic beverages.

Noise Concerns

These are music festivals, with artists presenting on stages. Vendors must ensure that music or conversation originating in a booth does not interfere with the patrons' ability to enjoy the live music and workshops.

Cultural Sensitivity

MICA is committed to the elimination of discrimination on the basis of race, color, sex, religion, creed, national origin, political persuasion, sexual orientation, marital status, handicap or age. Accordingly, MICA requires that all items displayed or sold at the festivals be sensitive to all members of society. This includes the avoidance of words, images and situations that suggest all or most members of a particular group are the same.

Taxes

No part of the proceeds of vendor sales is payable to MICA. Vendors are solely responsible for filing and payment of any and all taxes due based on their sales, including sales tax. Because of requirements by grant-givers for the festivals, vendors must complete and return a sales tax declaration which will be required of the vendor at the time of application.

No Pets or Children

In addition to Health Department restrictions, MICA prohibits vendors from bringing in or keeping in their booths animals/pets, or children under the age of 12 or whose circumstances would usually require a babysitter.

Trash Removal and Cleanup

We ask that food vendors take their trash to the festival dumpster. The location of the container will be provided to you upon arrival. Failure to comply with trash removal policies (removing all waste from your assigned area) at the close of each festival day or at festival end will result in a \$100 charge. In addition, such failure may result in being excluded from future festivals or required to pay a \$150 damage deposit at time of application, at MICA's discretion. We appreciate your support in maintaining a clean festival site and complying with all trash removal policies.

Updates Provided to Vendors

Notes with important reminders or updates will be e-mailed to each approved vendor by Wednesday of festival week. This information could include check-in confirmation, questions on operation, and notification of the walk-through inspection on Friday by the Health Department.

Non-Discrimination Statement

MICA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Festival Contacts

If you have questions or need additional information, please contact:

MICA

email: mica@micharts.org

Phone: 517 371 4600

Lansing JazzFest and Michigan BluesFest are produced by Michigan Institute for Contemporary Art (MICA), a 501(c) 3 nonprofit organization.