

**Ypsilanti Heritage Festival
August 21-22-23 2009
Clubs, Civic Organizations and Churches (Non-Profit)
BOOTH SPACE APPLICATION**

Please download and submit application

Organization Name: _____ Contact Person: _____
Organization Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Cell: _____
Email: _____ Website URL: _____

Booth Space fee does not include booth, tables, chairs or display. Add \$20 to application fee if submitted after June 30, All applications due July 15, 2009 to maintain your preferred booth location

_____ **Information Only Booth \$85 each 10' x 10' booth space**

_____ **Sales Booth \$110 each 10' x 10' booth space** 10% of gross sales over \$1,000 must be paid to the Ypsilanti Heritage Festival by 9-30-09. Tax I.D.# _____

_____ **Raffle Booth: \$110 each 10x10 booth space** You must obtain a State of Michigan Raffle License that states the raffle will be drawn on Sunday, August 23, 2009 5:00pm, at the Ypsilanti Heritage Festival Stage. Please include a copy of your raffle application. You must draw raffle prior to 5pm Sunday and bring Raffle Winner's Form provided in your Welcome Packet, to the dock stage to be announced. A copy of the raffle winners must also be turned in to the Festival office so we may provide information on our website and to media.

_____ **Activity** ___ **Event** _____ **Tour:** Booth space not required, **if ticket sales or donations are requested** 10% of gross sales over \$1,000 must be paid to the Ypsilanti Heritage Festival not later than 9-30-09.

List all items to be sold, distributed, raffled:

Electrical hook-up per booth \$25 (limited availability, first come, first served)

Total \$ _____

Credit Card # _____ **Exp. Date** _____

Visa & Master Card Only

Checks Payable to: The Ypsilanti Heritage Festival P.O. Box 970077 Ypsilanti, MI 48197

I have read the rules and regulations of the Festival and agree to abide by them. I agree not to sell items or distribute literature or promotional handouts not indicated in the application and understand that violations of these rules will cause my immediate dismissal without the refund of any fees. I understand that upon acceptance, all payments will be deposited.

NO REFUNDS WILL BE GIVEN

Signature: _____ **Date:** _____

**YPSILANTI HERITAGE FESTIVAL
CLUBS AND ORGANIZATIONS PARTICIPATION REGULATIONS**

Applications and activities will be considered on an individual basis by the Steering Committee and they reserve the right to refuse any group or business that does not uphold the integrity of the Festival. Late application may reduce the chances of securing space due to expanded Festival activity. Applicant address must be within the 48197-98 zip code area or provide services there. i.e.; (county wide services)

1. All applications must include a Festival entry and booth permit fee. An additional fee shall be charged for use of electricity and must be requested in advance. A limited number of electrical hook-ups are available on a first come basis.
2. All booth entries shall be assigned to a standard size booth space (10' x 10'). Structures, displays and literature shall not extend beyond assigned areas. Participants must provide all materials used in the construction of or in connection with a booth. Booth must be completely constructed 30 minutes prior to Festival opening time and may not be removed until exhibitor closing time. No tarps are to be used.
3. Vehicles will be allowed to enter and unload and must be removed as soon as unloading is finished. All vehicles must be out of the Festival grounds 30 minutes prior to the opening of the Festival. Special arrangements shall be provided for the physically challenged and certain activities and events. **VEHICLES CANNOT BE PARKED IN EXHIBIT AREA.**
4. The Ypsilanti Heritage Festival Permit with Applicant name must be displayed at all times.
5. Applicant is prohibited from sub-contracting assigned booth space to commercial vendors or other organizations.
6. Sale of items is limited to applicants with prior approval for sales of the type of merchandise being sold.
7. Sales or "Hawking" of any items outside the assigned booth space is prohibited.
8. Only political parties registered in the State of Michigan are permitted to solicit petition signatures, lobby, campaign or distribute inside the booth area only.
9. Pets are prohibited on Festival grounds by Ypsilanti city Ordinance.
10. No debris may be left behind after tearing down.
11. Decisions by any Festival Committee may be appealed to the Steering Committee.

You may not dismantle your booth or exhibit until 7pm Sunday evening.

To ensure the safety of our guests and vendors, no cars are permitted to enter the park on Sunday evening until after the 7:00pm closing once permitted by order of the Ypsilanti Police Chief.

Violations of these rules will cause immediate dismissal without refund of any fees.