



41st Homecoming Vendor Application 2022

Please read fully and complete our application below. *Space is limited and vendors are encouraged to submit completed applications as early as possible.*

All food vendors must attend one vendor clinic and have their application signed off or stamped before it is considered complete. Vendor clinic dates are June 1, June 15, and June 29. All premium food vendors must attend the June 1 clinic.

Completed applications and/or questions should be submitted to: homecoming@ci.dearborn.mi.us

DATES AND TIMES:

Friday, August 5, 2022, 12 – 11 p.m.

Saturday, August 6, 2022, 12 – 11 p.m.

Sunday, August 7, 2022, 12. – 11 p.m.

PARTICIPATION FEES:

Vendors must commit to all three (3) days.

Food Vendors (10' x 10' Booth)

\$1,500

\$1,000 (If sales benefit a non-profit)

Premium Food Vendor Site (15' x15' Booth)

\$2,500

Merchandise Vendors (10' x10" Booth)

\$500

Food Trucks

\$1,500

Non-Profit Organization (Information Only) (10' x 10' Booth)

\$500

All fees and applications are due by July 15, 2022

All checks are payable to City of Dearborn

FESTIVAL RULES AND GUIDELINES

1. Proof of general liability insurance, including product liability insurance, with a minimum value of \$1,000,000 (one million dollars) is required. Your insurance provider must complete the certificate as follows:

The description MUST EXACTLY state:

“The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the city and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn”.

The certificate holder must list:

City of Dearborn,
16901 Michigan Avenue
Dearborn, MI 48126

If a complete certificate is not on file, you will not be permitted to operate your booth and all deposits and fees will be forfeited.

2. Food service operators are required to be set up by 12 p.m. Friday — Sunday during the Festival and to remain open until 10 p.m. Friday - Sunday during the Festival. The festival continues rain or shine.
3. All Food Vendors require a Wayne County Department of Health, Temporary Food Service permit or submit proof of a Wayne County Food Service Permit.
4. All Food Trucks require a City of Dearborn Food Truck permit. (City Clerk’s Office)
5. All vendors employees require a solicitor’s license. (City Clerk’s Office)
6. All vendors employees require an I-Check from Dearborn police Department.
7. Each assigned space must be left in the same condition in which it was found. All waste must be disposed of properly. If not, the food service operator will be responsible for compensation to the City of Dearborn in the amount required to return the area to its original condition.
8. The decision to cancel the Dearborn Homecoming Festival due to inclement weather during the event will be made by the City of Dearborn Festival Director. If canceled, the City of Dearborn will not be held responsible for any cost(s) or loss of potential earnings incurred by operators. However, in the event of a full cancellation of the Dearborn Homecoming Festival, all fees will be refunded.

Please provide all contact details below:

Name of Contact Individual

Company/Organization

Address

Address 2

City/Town

State

ZIP/Postal Code

Email Address

Phone Number

Vendor Type

Non-Profit

Non-Profit Food OR Non-Profit Beer Vendor

Food Service

Regular Site OR Premium Site

Food Truck

Information

Merchandise

Electrical

To help us better serve your electric needs, please select your exact requirements below:

110v – 20 Amp based on equipment checked.

Number of Outlets _____ \$25 each

220v - 30/50 Amp Outlet –

Number of Outlets _____ \$50 each

IF YOU HAVE A 220V PLUG, A PHOTO MUST BE ATTACHED

Overnight Power (You must request overnight power now. We will not be able to accommodate this need the day of the event, if you have not previously ordered it)

I do not require any power

Due to the high volume of vendors and limited power available, please mark which of the following you will be using below. Be sure to specify the quantity and wattage of each item!

	Number	Wattage
<input type="checkbox"/> Cash register	_____	
<input type="checkbox"/> Freezers	_____	
<input type="checkbox"/> Hot dog cookers	_____	
<input type="checkbox"/> Hot plates	_____	
<input type="checkbox"/> Warming lamps	_____	
<input type="checkbox"/> Ovens (electric or propane)		
<input type="checkbox"/> Electric hot box	_____	
<input type="checkbox"/> Crock pot	_____	
<input type="checkbox"/> Grill (electric or propane)		
<input type="checkbox"/> Griddle	_____	
<input type="checkbox"/> Fryer - YOU MUST DISPOSE OF COOKING OIL IN OIL CONTAINER ON SITE		
<input type="checkbox"/> Refrigerator	_____	

Marketing Requirements

Please provide your logo for our website and marketing use.

Attach logo here

Please provide a one paragraph description of your food truck/booth or merchandise for our website and marketing use and include any social media handles you use.

Release/Booth Regulations

I hereby release and discharge, The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, sponsors, voluntary associations, and any other units operating under the jurisdiction of the city and within appointment of its operating budget including the City of Dearborn from any responsibility, personal liability claims, loss, or damage arising out of or in conjunction with my participation in the Dearborn Homecoming Festival. The City of Dearborn and all operating units will not be responsible for any injury sustained by a vendor and its employees or guests while within the space designated.

I hereby apply to be vendor and agree to abide by the rules and regulation outlined in this application.

Once your application is accepted, you will hear from one of our team members to sign the contract.

If you have any questions, please contact

Name of Business

Contact

Email

Date

For office use only:

Booth number assignment

Fees paid

License & Permits received