



August 16th-18th,
2024

64TH ANNUAL HOWELL MELON FESTIVAL

FOOD VENDOR APPLICATION

The 64th Annual Howell Melon Festival will once again be held in Downtown Howell on August 16th-18th, 2024. Join festival visitors and celebrate the Howell Melon with food and drinks, a live entertainment, and vendors like you spread across 5 blocks on Grand River Avenue. For more information, visit our festival website at www.howellmelonfestival.com or contact the Howell Area Parks and Recreation Authority at 517.579.2867, or by email at howellmelonfestival@gmail.com.

General Information

All food vending spaces are limited and need a completed application with all requirements submitted with full payment plus a security deposit. The Howell Melon Festival Committee reserves the right to choose what vendors participate in this year's festival. Vendor space is available on North Walnut Street between Grand River and Clinton at the 2024 Howell Melon Festival.

***Please note that if you choose to pay with a credit card you will lose your security deposit.**

Dates and Hours of Food Vendor Area during Festival

Vendors must be open for business during the following hours:

Friday, August 16th from 4:00pm to 9:00pm

Saturday, August 17th from 9:00am-9:00pm

Sunday, August 18th from 9:00am-5:00pm

Other Important Dates & Times

Early Registration: Monday, January 8th 2024 – Sunday, June 30th 2024

Late Registration: Monday, July 1st 2024 – Wednesday, July 31st 2024

Information Packet Mailed & Emailed with Map of Food Vendor Area/Parking - Monday, August 5th, 2024 Check-in and Set-up - Friday, August 16th from 9:00am-12:00pm (Health Department / Fire Marshall Inspections start at 12:00pm).

Tear-Down - Sunday, August 18th at 5:00pm

(Vehicles will be able to enter the festival footprint once police deem it safe and void of pedestrians. The police will open all streets to vehicular traffic by 7:00pm).

Fees

We will not accept any incomplete applications or applications without payment

Booth Space & Fees (only one food vendor per booth space)

10'x20' unit space - \$700

10'x10' unit space - \$500

Please indicate how many units and feet you will require for your needs on your application and adjust your total fee accordingly. Additional space needed beyond the standard 10'x20' or 10'x10' is \$25 per additional foot. All spaces include water access and grey water storage, if needed. Electric service is available for an additional fee.

Application Fee

All food vendors are required to submit a non-refundable \$25 application fee.

Security/Damage Deposit

A separate security/damage deposit of \$200 must be provided to cover any additional electrical issues or any special cleanup caused by food vendors as identified by a Howell Melon Festival Committee representative. The balance of your security fee will be mailed back September 1st.

***Please put the above fees on three separate checks.**



Refunds

Application fees are non-refundable. There will be no refunds of booth fees after notification of acceptance. All refund requests prior to this date must be in writing. 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 Howell Melon Festival. No refunds will be issued if violations occur or if licensing is denied for any reason. No refunds will be given due to the cancellation of the event by an Act of God, local authorities, or a weather related incident.

Liability Insurance

As a part of our festival insurance requirement, all food vendors on-site during the Howell Melon Festival shall provide liability insurance for bodily injury and property damage for an amount no less than \$1,000,000 combined single limit for the duration of the 2024 Howell Melon Festival (August 16th-18th, 2024). The Howell Area Parks & Recreation Authority and the City of Howell must be named as additional insured on the policy. Your proof of insurance must be submitted with the application to be accepted. Contact your insurance provider for more information.

Licensing and Inspections

A valid sales tax license must be included with the application. Vendor shall pay all sales tax or any other tax required by the city, state, or federal taxing authority. Food vendors will be responsible for all licensing applicable in Livingston County and the State of Michigan. There will be a food concession area inspection the first day of the show by the Howell Area Fire Authority and Livingston County Health Department. Please call LCHD at 517-546-9850 with questions. Food vendor fees are not refundable if a vendor is asked to leave due to unsatisfactory health inspection or any other violation of festival rules.

Location Assignment and Set-up

The food area will be located on N. Walnut which runs between Grand River and W. Clinton Streets. Based on the applications received, the Howell Melon Festival Committee will assign your location. Once assigned, movement or relocation will not be permitted. You must set up within the allocated time period only (9:00am-12:00pm on Friday, August 16th) and all personal vehicles must be removed from the area by **12:00pm**. You will receive further information about set-up and staging times once you are accepted into the Festival. No vehicular access to the Festival footprint will be permitted until Sunday, August 18th at approximately 5:00pm. Latecomers will not be accommodated and no refunds will be issued. Food vendors are expected to provide their own tables and display boards. Do not tape, tack, or otherwise affix any materials or signs to walls, trees, lamp posts, or other surfaces on public or private property. Canopies must be anchored by cinder-blocks or sandbags only. No ground stakes are permitted. Vendors are responsible for transporting and placing their own booths and units. Labor to erect booths is not provided.

Electrical Requirements


Generators are not allowed. Electrical requirements will be considered for placement. Food vendors must supply proper power cords - minimum of 200 feet, and materials necessary for securing cords (i.e. carpet mats) and providing safe, obstacle free public walkways. You must supply your own fittings and plugs to connect to the electric panels provided by the festival. You are responsible for hooking up your own power. 220 Volts is \$100 per connection and 110 Volts is \$50 per connection.

Water Hookups/Grey Water Storage

Vendor must supply proper sanitary water hoses, connections, and valves for water hookups. Vendor will be responsible for all water leaving the unit. Water must be contained, and cannot create any outside accumulation. Please bring appropriate hoses, hose connections, and transport buckets. The Howell Melon Festival will facilitate grey water collection on site - transport buckets will be the responsible of the vendor.

Menu and Pricing

The Howell Melon Festival would like to have a diverse array of food items available at reasonable prices. We encourage you to be creative in your menu offerings. Vendor must provide a full menu with pricing, a food picture if available, and a picture of the concession unit coming to the Howell Melon Festival. To preserve the integrity of each vendor's market, this menu will be screened and a final approved menu returned with your confirmation. Only items on the approved menu will be allowed for sale at the Howell Melon Festival. Food vendors may not sell non-food items.





Beverage Policy

Food vendors may sell non-alcoholic beverages from their booth. If we secure a beverage sponsor (i.e. Pepsi, Coke, or any other brand), you will be required to sell that brand of product and not sell a competing brand, and will be notified in the acceptance letter. If any beverage sponsorships occur you will be notified.

Cleanliness and Trash Removal

Vendors will keep their location and surrounding area clean and free from litter and grease. All inventory and boxes must be contained in your area or unit - it cannot be set up on the grass, sidewalks, or outside your booth space. All garbage must be disposed of properly at the end of each day at designated locations. You must supply your own trash bags for the weekend. You may not use City trash barrels under any circumstances. No grease or grey water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and your deposit will be forfeited. You will be responsible for any and all environmental cleanup costs and subject to prosecution by city or state officials. [The Howell Melon Festival will facilitate grey water collection and will let you know where grey water will be collected - transport buckets will be the responsibility of the vendor.

Security

Police, EMS, and professional security will monitor and be present throughout the event. The Howell Melon Festival will employ a professional security firm to be on site Friday and Saturday nights. The Howell Melon Festival, 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 any other party.

Alcohol, Foul Language, and Threats to Safety

Consumption, promotion, sales, or possession of alcoholic beverages are not allowed in the food vendor area. The Howell Melon Festival will not tolerate foul language, threats to the safety and welfare of attendees, or violations of any stated rules or actions deemed inappropriate by the Howell Melon Festival Committee. Any violations will result in immediate removal from the premises and denial of future participation.

Parking for Personal Vehicles

Vendors must park their personal vehicles in the N.Walnut St. City Parking Lot only. A parking map will be provided in the information package sent in July. At the conclusion of the event, vehicles will only be allowed into the festival area when the police have deemed it safe to do so - anticipated to be no later than 6:00pm on Sunday.

Breakdown

Food vendors must obtain a site release form authorized by the Howell Melon Festival Committee prior to leaving on Sunday, August 18th, 2024 in order to be eligible for a refund of their security/damage deposit. No tear-down is allowed before 5:00pm on Sunday. All streets will be re-opened for vehicular traffic at 7:00pm on Sunday.

Use of Name

"Howell Melon Festival" is trademarked and MAY NOT be used to personalize any items sold at the Howell Melon Festival unless the Festival Committee has negotiated, approved, and issued an exclusive "Special Activities Contract" with you, and arrangements have been made for the Festival 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 goods, food products, or merchandise of any kind. The Howell Melon Festival will prosecute violators to the fullest extent of the law. This application is not a Special Activities Contract.



64TH ANNUAL HOWELL MELON FESTIVAL

FOOD VENDOR APPLICATION

Name of Business _____

Contact Person _____ Phone (_____) _____ - _____

Email _____

Alternate Contact _____ Phone (_____) _____ - _____

Email _____

Mailing Address _____

City _____ State _____ ZIP _____

Business Phone (_____) _____ - _____ Fax (_____) _____ - _____

Business Website _____

Were you a vendor at past Howell Melon Festivals?

Yes (List Years _____) No

Please list all items sold and their price: The Howell Melon Festival Committee reserves the right to make deletions in your menu selection to prevent duplication of products. This policy will be strictly enforced.

Menu Description	Price
_____	_____
_____	_____
_____	_____

Electrical Requirements (may determine placement and must be ordered in advance to assure sufficient power for all vendors.

220 Volts - # required _____ x \$100/connection = _____

110 Volts - # required _____ x \$50/connection = _____

No power needed

Water Requirements

Continual by hose Self-supplied water Access to water when needed Access to a grease container

Size and Space Needs

Exact Size of Concession Unit (including tongue): Frontage (serving side) _____ Depth _____

What side will you be serving from? _____ (Passenger or Driver Side)

Is extra space required for **overhang, frontage, tongue**, etc? No Yes - Amount of Space _____

Payment

Application Fee - \$25 (non-refundable) = \$ _____ **(Separate check)**

10'x20' Unit - \$700 x _____ # of units = \$ _____

10'x10' Unit - \$500 x _____ # of units = \$ _____

Additional Space - \$25/ft x _____ # of feet = \$ _____

Electrical Fee (see above for cost calculator) = \$ _____

Total Fee = \$ _____

*Note that if you are over in your space upon completion of set-up, \$25 per foot over is payable at that time.

Check # _____ (Payable to "Howell Parks & Recreation" for unit fee and application fee)

Credit Card - I may be contacted at the following phone number to process payment via credit card:

(_____) _____ - _____ Name of Contact _____

***Please note that if you choose to pay with a credit card you will lose your security deposit and/or 10% transaction fee**

Security Deposit Fee - \$200 (Sent as a separate check in a self-addressed stamped envelope).

***If an envelope is not provided, your deposit check will be shredded, NOT mailed back.**

***Please note that if you choose to pay with a credit card you will lose your security deposit.**

Check # _____ (Payable to "Howell Parks & Recreation")

Hold Harmless Agreement

In consideration of the Howell Area Parks & Recreation Authority, the City of Howell and the Howell Melon Festival allow the undersigned to utilize the City of Howell's streets to sell their product during the special event occurring August 16th-18th, 2024. The undersigned agrees to hold harmless and indemnify the Howell Area Parks & Recreation Authority, the City of Howell, and Howell Melon Festival Committee and volunteers, officials, and employees from all liability and responsibility for injury (including death) to person(s) for any damage to any City of Howell property or property of others arising out of or resulting directly or indirectly from the utilization of said sidewalk/streets in the City of Howell during the above special event dates.

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

Enclosed are the application and payment for fees. I understand that completing this form does not constitute acceptance into the Howell Melon Festival. I understand that if I am asked to leave said Festival, 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 for the event and agrees that he/she and any individual representing his/her business will abide by the rules and regulations.

Agreed this _____ day of _____, 2024

Signature _____

Printed Name _____

Photography Waiver

I authorize the Howell Area Parks & Recreation Authority to use and reproduce any photographs, personal narrative, interviews, or audio video recording of my participation for any and all purposes.

Please initial indicating your acceptance _____

Application Checklist for all Food Vendors Include all these items or your application will not be accepted (Please make checks payable to Howell Parks & Recreation)

- Completed application (**separate check**)
- \$25 Application Processing Fee (Non-Refundable)**
- \$200 Security Deposit Fee (**separate check**)
- Photo(s) of concession booth and food items, and electrical plugs
- Certificate of Insurance
- Copy of Sales Tax License
- Electrical Fee (220 Volts \$100 or 110 Volts \$50 per Connection)
- Booth Fee (10x20 - \$700 or 10x10 \$500. \$25 per Additional Foot)
- Livingston County Health Permit
- Copy of Menu

***Please note that if you choose to pay with a credit card you will lose your security deposit.**

YOU MUST HAVE ALL OF THE ABOVE TO BE ACCEPTED.

Return to: Howell Area Parks & Recreation Authority
Howell Melon Festival
1661 N. Latson Rd.
Howell, MI 48843
Or email us at howellmelonfestival@gmail.com



HOWELL AREA FIRE DEPARTMENT

FIRE MARSHAL DIVISION

1211 W. Grand River Ave. • Howell, Michigan 48843
Phone (517) 546-0560 • Fax (517) 546-6011 • firemarshal@howellfire.net

2024 - Application for Mobile Food Vehicles - 2024

Name of Business Owner _____ Date of Birth ____ / ____ / ____

Driver's License Number: _____ State Issued: _____

Home Address _____

City _____ State _____ Zip Code _____

Business Name _____

Business Address _____

City _____ State _____ Zip Code _____

Telephone Number (____) _____ (____) _____

This Vehicle has the Following Fuel and Cooking Operations

- | | | | | |
|--|---|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Propane (LPG) | <input type="checkbox"/> Compressed Natural Gas (CNG) | <input type="checkbox"/> Generator | <input type="checkbox"/> Solar | |
| <input type="checkbox"/> Stove | <input type="checkbox"/> Oven | <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Hood System | <input type="checkbox"/> Automatic Fire Suppression |

Email: _____

Website: _____

License Plate: _____

Year Built _____

Vehicle Identification Number _____

Vehicle Insurance Policy Number _____

Vehicle Insurance Provider _____

This application is valid for the current calendar year and a new application shall be submitted for each calendar year. An initial fire safety inspection shall be completed prior to any operation within the Howell Area Fire Authority (HAFA) each calendar year. The initial fire safety inspection shall not prevent the HAFA from conducting follow up inspections to verify compliance.

By signing below, I _____ affirm that all the above to be true and correct. Further, I am the responsible party for all safe operations to be conducted in the Mobile Food Vehicle listed and doing business within the Howell Area Fire Authority, Livingston County, Michigan. I shall abide by all directions within the scope of the Fire Code for the Howell Area Fire Authority, the International Fire Code, and Michigan Mechanical Code, as adopted.



HOWELL AREA FIRE DEPARTMENT

FIRE MARSHAL DIVISION

1211 W. Grand River Ave. • Howell, Michigan 48843
Phone (517) 546-0560 • Fax (517) 546-6011 • firemarshal@howellfire.net

2022 Mobile Food Vehicles Requirements for Food Trucks and Trailers:

1. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood. Hoods shall be subject to cleaning and inspection. IFC 609.2, IFC 609.3.3, IFC 609.3.3.1
2. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months OR a receipt of purchase within the last 12 months shall be available for inspection. IFC 901.6, 906.1, 906.5, 904.11.5 (cooking), 904.11.5.2 ("K"), 6108.2 (LPG), NFPA 10-10
 - a. Vehicles using a liquid or gas fuel source shall have a minimum 2A20BC fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
 - b. Vehicles that have a deep fat fryer shall have a 6L Class "K" rated fire extinguisher. IFC 904.11.5.2
 - c. In all vehicles it is recommended that there be a 2A20BC and a 6L Class "K" type located within or attached to the vehicle. IFC 904.11.5
3. Vehicles shall have a current health department inspection.
4. Vehicles using Liquefied Petroleum Gases for operations shall comply with IFC Chapter 61, and NFPA 58-11.
5. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping shall NOT be used. IFC 6103.1, NFPA 58 – 5.9.6.4 and 6.9.6 and NFPA 96 – B.19.6
6. LPG pressure relief valves shall be located within a safe distance away from any ignition source (open flame or generator). 6104.3 (e2) (i.e. 5 feet)
7. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.
8. A "No Smoking" sign next to or directly above the propane container and visible to the public. Such sign shall be posted with a minimum of 2 inch lettering. IFC 310.3, 6107.2
9. Shall be equipped with a working LPG (propane) leak detector according to NFPA 1192-6.3.3.
10. Rear mounted DOT approved LP tanks must be mounted above and in front of the DOT approved rear bumper.
 - a. ALTERNATIVE: A maximum of two 30 gallon tanks built to ASME code and DOT standards for mounting under carriage to rails and side wall venting. If under carriage type is used, plans for such must be submitted and reviewed by the HAFD Fire Marshal Division for approval.
11. All automatic fire extinguishing systems shall be inspected by a servicing company every 6 months and properly tagged to indicate such. IFC 904.11.6
12. Generator operation sound level shall be less than 70 decibels at 15 feet
13. Generator exhaust shall not cause a nuisance during event.
14. Refer to other sections of this document as applicable

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____