



# Vendor Application for Downtown Development Authority (DDA) Events

Thank you for expressing interest in being a vendor for downtown events. "Cruise In" offers so much to Jackson and the surrounding community. Many people come downtown and look at all the different types of cars and enjoy an evening in downtown. Thank you for making these events so enjoyable for Jackson County.

### 2011 Cruise In Dates:

Friday, May 27th, 6-9pm

Friday, June 24th, 6-9pm

Friday, July 22nd, 6-9pm

Friday, August 26th, 6-9pm

Friday, September 23rd, 6-9pm

Set-up time will be no later than one hour before the start of each event.

Name of organization: \_\_\_\_\_

### Which type of vendor best describes you? (circle one)

*profit food*

*non-profit food*

*profit merchandise*

*non-profit merchandise*

*DDA business*

Electric service required for vendor? (circle one) Yes No

**\*There is a \$50 non-refundable fee per day for a profit organization,  
and a \$25 non-refundable fee per day for a nonprofit organization.  
Please make check payable to the Downtown Development Authority.  
Payment is non-refundable if event is canceled.**

### General Guidelines:

#### The vendor will...

- Provide any booth structure needed, and will locate this only in the specified area designated by the DDA.
- Provide trash receptacles for their customers and disposing any trash at the event's conclusion.
- Keep grease, from vendor's area, self contained and dispose of it at event's conclusion.
- Obtain a permit from the health department, if applicable.
- Supply any water that they might need for the event.
- Keep area neat and clean throughout the event.
- Any theft or damage to their area that occurs during the event.
- Any loss of food/profits due to the cancellation of the event.
- Post DDA approved vendor sign during the event. (supplied on date of event)
- Submit vendor fees at least 24 hours prior to the event.
- List the Downtown Development Authority and City of Jackson as additionally insured on their general liability insurance.

#### The DDA will...

- Notify the vendor at the listed number if the event is cancelled.
- Provide power, if available, at which time the vendor must adhere to the guidelines of the City of Jackson, Building Inspection Division for all requirements.
- Place the vendor at locations the DDA feels are best for the event.

**The following MUST be included with Application to be considered:**

- \* Menu (you will NOT be able to sell any items not listed on the pre-approved menus)
- \* Certificate of Insurance - listing the City of Jackson and Downtown Development Authority as additional insured.
- \* Diagram of layout with proper sizing - square footage

Business/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone( to be reached day of event) \_\_\_\_\_

2011 Cruise Ins you would like to participate in (circle dates)

May 27th

June 24th

July 22nd

August 26th

September 23rd

Sales Tax License Number (If applicable) \_\_\_\_\_

In consideration of the rental of space by the DDA, the under-signed on behalf of themselves their agents, assigns, and successors forever discharges and releases the DDA and the City of Jackson of any and all actions, causes of actions, damages, losses, claims, and demands arising out of the undersigned contract for a vendor stand at the DDA events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Applications/Insurance certificates must be received one week before the event.  
The DDA reserves the right to accept or reject applications for any reason.*

**Please send applications to:**  
Downtown Development Authority  
161 W. Michigan Ave. Jackson, MI 49201  
Phone: (517) 768-6410 Fax: (517) 768-6367