



Vendor Application for Downtown Development Authority (DDA) Events

Thank you for expressing interest in being a vendor for Downtown events. "Eve on the Ave" offers so much to Jackson and the surrounding community. Many people come Downtown and see the ball drop, fireworks and enjoy an evening in Downtown Jackson. Thank you for making these events so enjoyable for all of Jackson County.

Eve on the Ave 2009 / 2010:

**Thursday, December 31, 2009
11:00—12:30**

Set-up time will be no later than 10:30 pm on the night of the event.

Name of organization: _____

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

- Profit food (\$25) Non-profit food (\$25) Profit merchandise (\$25) Non-profit merchandise (\$25)
- DDA business (Free) Church/Religious Organization Information Only (Free)

***The \$25 fee is non-refundable for all (profit/nonprofit) vendors selling goods.
Please make check payable to the Downtown Development Authority.
Payment is non-refundable if event is cancelled.**

General Guidelines

Vendor is responsible for...

- Any booth structure. Do not locate booth/cars/trailers on grass area.
- 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. (need to arrange to pickup before the 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.

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

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) _____

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

*Application and 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 application and materials to:
Jackson Downtown Development Authority
161 W. Michigan Ave. Jackson, MI 49201
Phone: (517) 768-6410 Fax: (517) 768-6367