

Great Lakes Folk Festival

August 13-15, 2004

Non-Traditional Food Vendor Information Sheet

The *Great Lakes Folk Festival* will be produced by the Michigan State University Museum's *Michigan Traditional Arts Program*. This event will be held in the City of East Lansing and will continue to showcase multiple music and dance stages, folk arts marketplace, traditional and ethnic foods, games and children's activities

Vendor Requirements

You must be open for business no later than 6:00 p.m. from festival opening and have ample supplies to remain open during all festival hours.

Festival Hours

Friday, August 13, 2004 5:30 – 10:30 p.m.
Saturday, August 14 Noon –10:30 p.m.
Sunday, August 15 Noon – 6 p.m.

1. **Return completed application and submit deposit**

Send your check made payable to: Michigan State University with the completed application form by the due date of April 1, 2004. Cancellations received by May 15, 2004 will receive full refund.

Food Vendor Fees: (locations 10' wide by 20' deep)

For Profit Vendor 20% of gross sales, \$400.00 minimum
Non-Profit Vendor..... 15% of gross sales, \$300.00 minimum

Food Vendor Deposits:

Tent/Booth Location..... \$400.00 For Profit, \$300.00 Non-Profit
Self Contained \$300.00
Sidewalk Café..... \$300.00

(The Liquor Control Commission Permission Request Form will be required for alcohol sales. No liquor will be sold in the Taste of Tradition food area.)

At the close of the festival Sunday evening all vendor sales will be reconciled and fees minus deposits will be collected.

2. **Send Menu Information**

Attach a complete and descriptive menu, including prices, with your application. Vendors will be selected who meet the festival's goal of providing the public with traditional regional and ethnic foods. Please be as descriptive as possible in order for us to actively organize and promote the total variety of foods in the region.

3. **Obtain Temporary Health Permit (from the Ingham County Health Dept.)**

Application and permit will be issued by the Ingham County Health Department. **You must contact Robin Lewis, (517) 887-4512, for detailed information and application.** There will be a required vendor meeting Friday, August 13, time and location TBD.

4. Equipment Needs (to be provided by Vendor)

- Cooking/heating units
- Sink or unit for wash up
- Chairs
- Refrigeration
- Extension cords (Cords must be 12-gauge or heavier and labeled at both ends with your name. A complete description of electrical needs will be requested at a future date)
- Fire extinguisher (ABC type)
- Lighting for your space
- Hose (Food Grade*) for your water needs. A 50-foot hose can be purchased at hardware stores *This is a requirement of the Ingham County Health Department

General Information

Equipment provided by the Festival

- 10' x20' tent and work tables (2-3)
- Seating area adjacent to the food vending area
- Immediate access to enclosed dumpsters
- Electrical hook-ups (if requested in writing) to central box.
- Water connection
- Waste water may be deposited into city drains.
- Ice

Advertising and Promotion

All participating vendors who meet the April 1 deadline for application and deposit will be advertised in our festival brochures.

Beverages

An official sponsor of the Great Lakes Folk Festival has not been determined. If you choose to serve self-contained beverages you must provide only the selected sponsor's products.

Clean Up

You will be responsible for your own clean up and removal of trash. Dumpsters will be available.

Recycling

Suggestions to consider when planning:

Food preparation: Use recyclable steel cans, glass containers and cardboard.

Beverage service: Use recyclable containers, aluminum cans and glass

Security

Security is provided on Friday and Saturday night only, however, the Festival sponsors do not carry insurance to cover vendor's personal property. Therefore, you may desire to purchase your own insurance.

By Thursday, April 1, 2004, please send your completed application, menu, and deposit check to:

William Matt, MSU Museum
West Circle Drive, East Lansing, MI 48824-1045
Telephone: (517) 432-4655 or (517) 432-GLFF, e-mail: mattw@msu.edu
Web site: www.greatlakesfolkfest.net