



## ***City of Rochester Hills, Michigan***

# **Festival of the Hills: Wednesday, June 30, 2010!**



## **Guidelines for Participating Food Vendors**

### **Contact Person**

Tracy Allen

[tracy@addresssuccess.com](mailto:tracy@addresssuccess.com)

248.227.1642

### **Festival Hotline, Maps, Activities**

248.841.BOOM

[http://www.rochesterhills.org/our\\_community/festival\\_of\\_the\\_hills.asp](http://www.rochesterhills.org/our_community/festival_of_the_hills.asp)

### **Location**

Earl E. Borden Park

1100 E. Hamlin Rd

Rochester Hills, MI 48309

### **Event Information**

The 2010 Rochester Hills Festival of the Hills will be held on Wednesday, June 30, 2010. Family activities are scheduled at the stage from 6:30-7:45 p.m. Musical Entertainment featuring the Rhythm Society Orchestra is scheduled from 8-10 p.m. All set up by food vendors must be completed by 5:00 p.m. for a Health Department Inspection. All Vendors must have an inspection to participate. No rain date is currently scheduled. If this event is cancelled due to heavy rain, all deposits will be refunded. Event cancellation means that the fireworks were not fired.

### **Attendance**

Average attendance for the past ten years is 50,000 visitors watching the fireworks at Borden Park at 10:00 p.m.

### **Concession Booth Cost**

See the Event Map and Food Vendor Package PDF's (located on the event webpage) to determine which vendor package you prefer. There are three levels available. Premium \$400, Standard \$300 and Strolling (no booth) \$150.

**Admission to this event for the general public is Free!**



**City of Rochester Hills: 2010 Festival of the Hills  
Food and Activity Concession Application & Agreement**

**CONTACT INFO:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: MI Zip: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Contact Numbers: Cell: \_\_\_\_\_ Main: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PAYMENT:**

Booth Location Request: \$ 400 Premium \_\_\_\_\_ \$ 300 Standard \_\_\_\_\_ \$150 Strolling \_\_\_\_\_

**Credit Card:**

Visa/MC/AMEX # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

3-digit security code on back \_\_\_\_\_

- Make checks Payable to *City of Rochester Hills* and mail along with this application.
- All fees are Non-Refundable unless event is rained out – if fireworks are not fired.

**POWER & WATER: Electric and Water service are not available at any booth location. You must come self-contained!**

Generators are generally discouraged for this Festival. However, if you do require use of a generator it must be “silent,” and you may be placed further away from the stage due to some noise created. We will need to know if you will be bringing a generator at the time this application is signed. For any further questions or changes that occur after the application is submitted, please contact the Festival Concession Coordinator, Patrick J. McKay at (248) 841-2671.

Will you be bringing in a silent generator? YES \_\_\_\_\_ NO \_\_\_\_\_

**VEHICLES/CARTS:**

Vehicles are discouraged at booth locations; however one vehicle is allowed to remain with each booth if necessary. All other vehicles must be parked elsewhere. For Safety reasons, vehicles cannot be driven around during the festival.

Carts used for strolling vendors must be a limited size. Please email us a picture of the cart you are using or the dimensions.

**AGREEMENT TERMS:**

- 1) This agreement or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the City.
- 2) To the fullest extent permitted by law, The Concessionaire agrees to defend, pay on behalf of, indemnify and hold harmless, the City of Rochester Hills/ Festival of the Hills, its elected and appointed officials, employees, volunteers and others working in behalf of the City of Rochester Hills/ Festival of the Hills, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury and death, and /or property damage, including loss of use, thereof, which arises out of, or is in any way connected or associated with this contract. I further agree to adhere to all building and property usage rules and regulations that apply to this City facility.
- 3) The City of Rochester Hills will have exclusive contracts for glow products. No vendor will be allowed to sell this type of product.
- 4) Booth space location is based on the vendor package chosen and will ultimately be determined by the Rochester Hills Parks Department staff. **Standard booth size is generally 20' long x 15' wide.** A City representative will be on site starting at 12:00 noon to allow for set up.
- 5) Food concessionaires must submit their desired menu and a photograph of their booth set up with this application. Duplication in menu items is allowed with other concessionaires.
- 6) All food concessionaires must contact the Oakland County Health Department for a health permit after they receive confirmation of acceptance to this Festival and concessionaire agrees to provide copies of the same to the City prior to commencement of the Festival. You are highly encouraged to verify that your mobile license is valid for this event. Your health permit must be visibly displayed at your booth and must be presented to the City representative as you arrive on site to register. **If you do not have a health permit you will not be allowed to set up or participate in this event and your fee will not be returned.** You are encouraged to get a written waiver from the Health Department if they determine that your food concession will not require a health permit. Contact: Oakland County Health Department, 1200 N. Telegraph, Bldg 36 East, Pontiac, MI 48341 (248) 858-1312. Request an application for a temporary Food License for the Festival of the Hills at least 48 hours in advance.

I agree to the terms and conditions of Food Concession Application Agreement for the 2010 Festival of the Hills in Rochester Hills.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date

**MAIL THIS APPLICATION TO: Festival of the Hills, City of Rochester Hills, 1005 Van Hoosen Road, Rochester Hills, MI. 48306**

## Insurance Requirements

*Copies of the following insurance coverage  
MUST be attached to your application*

### Commercial General Liability Insurance

You must maintain at least \$ 1,000,000 in Commercial General Liability Insurance per occurrence, personal injury, bodily injury, and property damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations Liability; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

### Workers Compensation Insurance

You must maintain worker's compensation insurance including employer's liability coverage in accordance with all applicable statutes of the State of Michigan.

### Motor Vehicle Liability

The vendor shall procure and maintain motor vehicle liability insurance including Michigan No-Fault coverage with limits of liability of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

### Additional Insured –

**PLEASE ENSURE THAT YOUR INSURANCE CARRIER INCLUDES THIS  
REQUIRED, SPECIFIC WORDING IN YOUR ACCORD INSURANCE FORM**

Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds:

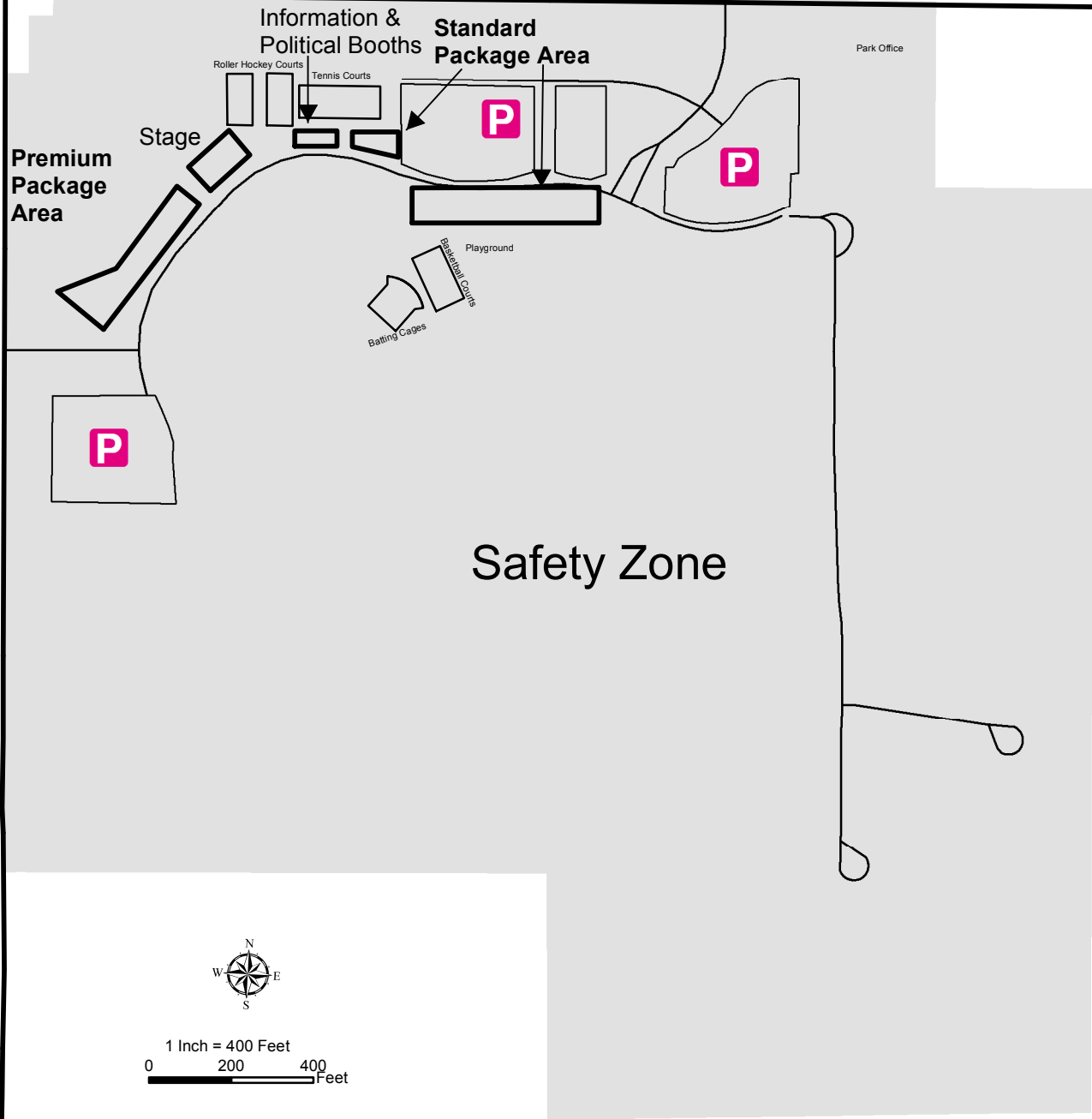
**“The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance of similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.”**

All insurance carriers must be acceptable to the City of Rochester Hills and licensed in the State of Michigan.

**APPLICATIONS  
WITH ATTACHED MENUS AND INSURANCE COVERAGES  
MUST BE RECEIVED NO LATER THAN  
TUESDAY, JUNE 1, 2010!**

City of Rochester Hills  
Borden Park  
2010 Festival of the Hills  
Wednesday, June 30, 2010  
Food Concessions, Information, and Politician Booth Areas

HAMLIN



JOHN R



1 Inch = 400 Feet  
0 200 400 Feet