

Vendor Number:

[BOTB use only]

Bikes on the Bricks 2023 Vendor Application Form

Name of Company: _____

Contact Name at Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail Address: _____

Company Website Address: _____

Type of Merchandise to be sold/distributed at event: _____

Food vendors limited to 8. All Vendors (except Food) must supply their own electricity. For Food Vendors only; there is an additional \$50 fee for electricity and/or water. Vendor fee is for space only. Spaces are assigned on a first-paid, first assigned basis. PLEASE read all of the Vendor Terms & Conditions. Food Vendors Only must also fill out the additional Food Vendor Form (page 2). INCOMPLETE FORMS WILL NOT BE PROCESSED.

Vendor Fee: 12'x12' space \$250 per space (Fee includes both Saturday & Sunday)

Number of Spaces Needed: _____ x \$250 per street space (\$250 for half hour exclusive stage use)

Electricity/Water: _____ (FOOD VENDORS ONLY; add \$50 if electricity and/or water needed if available)

Stage Vendor: _____ ½ hour on main stage for business promotion

TOTAL FEE: _____ CHECK HERE TO BE INVOICED THROUGH SQUARE UP FOR CREDIT CARD PAYMENT

Application form must be received by August 19, 2023.
NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE!

Mail Application Form to:

Bikes on the Bricks
c/o Sara Besson
4116 Autumn Hue Lane
Davison, MI 48423

By signing and/or submitting this Vendor Application Form, Vendor acknowledges reading and agrees to all Vendor Terms & Conditions.

Vendor Signature _____

Date _____

Questions? Call Sara Besson, Vendor Committee, at 810-691-1903 (please do not call before 3:00pm) or

sbesson@cityofflint.com

Vendor Committee Use Only

SquareUp Invoice Sent:

Payment: Check CC/SQUp MO Cash

Email Receipt
Date:

Vendor Number:
[BOTB use only]

FOOD VENDOR FORM

Type of structure you will be vending out of: _____
(tent, trailer, food truck, food cart – complete applicable lines below)

Size of tent: _____

Size of trailer: _____

Size of trailer with hitch (entire length): _____

Size of food truck (entire length): _____

Side of trailer/food truck that you will be vending out of: _____
(driver side, passenger side, end?)

ADDITIONAL INFORMATION FOR BIKES ON THE BRICKS FOOD VENDORS

- A. Food vendors for Bikes on the Bricks 2023 must fill out this additional form before registration is completed and a receipt is sent to Food Vendor.
- B. Bikes on the Bricks 2023 Food Vendors will be assigned a “load-in” time for the event. “Load-in” times will start at 6am. “Load-in” times will be assigned and email out approximately 2 weeks before Bikes on the Bricks.
- C. Food Vendors that are not at the event at their assigned “load-in” time may not be able to participate due to space limitations. NO REFUNDS will be issued if the Food Vendor cannot participate due to a missed “load-in” time.
- D. The Bikes on the Bricks Vendor Committee will not ask other Food Vendors to move after they are placed to accommodate a late arrival.
- E. “Load-in” times will be arranged and assigned after all food vendors are paid and registered by Bikes on the Bricks Vendor Committee.
- F. If you are not able to accommodate the time you are assigned, contact the Bikes on the Bricks Vendor Committee as soon as possible to make alternative arrangements.
- G. Electricity and water are only available on the south side of Kearsley St. Food Vendors requiring electricity and/or water will be placed on the south side of the street. All other Food Vendors who are “self-sufficient” will be on the north side of Kearsley St. There is limited space available on each side of the street. Once a side of the street is full, the Bikes on the Bricks Vendor Committee will no longer take registrations for that area.
- H. If the Bikes on the Bricks Vendor Committee cannot accommodate your space requirements, you will be issued a refund, or your payment will be returned.
- I. The number of Food Vendors may change depending on the size of spaces that Food Vendors register for.
- J. No refunds will be issued if the Food Vendor leaves the event early. Food Vendors leaving unreasonably early, before the end of the event, will not be able to participate in future Bikes on the Bricks events.
- K. There is no additional space on the street for trucks or any other vehicles. (Please see 15. & 18. on page 4)
- L. Please read Vendor Terms & Conditions for ALL VENDORS (pages 3-6).

Bikes on the Bricks 2023

Vendor Terms & Conditions for ALL VENDORS

1. The term "Vendor" applies to any Vendor, Group or Organization participating with Bikes on the Bricks.
2. Vendors are not officially registered until they receive a receipt from the Bikes on the Bricks Vendor Committee. When a completed Vendor Application Form and full payment are received, Vendor will be emailed a receipt.
3. All Vendor fees includes a 12' x 12' space. Vendor fees are due by August 19, 2023. (See below.)
 - \$250 per space
 - DEADLINE IS AUGUST 19, 2023
 - ❖ **ABSOLUTELY no late applications or payments will be accepted.**
4. Stage Vendor opportunity is a half hour exclusive use of the stage for promotional opportunity.
 - \$250 per half hour stage time (date and time to be determined after Stage Vendor has signed up and paid)
 - DEADLINE IS AUGUST 19, 2023
 - ❖ **ABSOLUTELY no late applications or payments will be accepted.**
5. Credit Card Payments are invoiced through email via the Square Up website. Please do not send any credit card information via mail or email.
6. Vendors with unpaid vendor fees will not be able to participate at Bikes on the Bricks. No payments will be accepted at the event.
7. Vendors may set up 6:00-8:00am on Saturday, September 9, 2023. All tents, chairs, tables, canopies, etc., are to be provided by the Vendor/Sponsor. No early set up is permitted. If Vendor is not in their space by 8:00am to set up, the roads may be closed and Vendor must contact Sara Besson, Vendor Committee, 810-691-1903. Vendor days are Saturday, September 9, 2023 and Sunday, September 10, 2023.
8. On-site security overnight on September 9-10, 2023.
9. Vendor check-in will be on the southeast corner of S. Saginaw Street and E. Kearsley Street near the flat lot (see map below). Vendors will be directed to their designated space by a Bikes on the Bricks volunteer.
10. No promises will be made regarding Vendor location, but we will try to accommodate location requests.
11. For Food Vendors only, electricity and/or water hook-ups will be available, but Vendor must provide their own hoses and extension cords (at least a 50' heavy-duty extension cord is recommended). Electricity is only available for Food Vendors at the Food Vendor area, all other Vendors must provide their own electricity if needed. Food Vendors, please include an additional \$50 for electricity and/or water if needed. A limited number of spaces with water and/or electricity are available and are assigned on a first-paid, first-assigned basis.
 - **Only 110 volt electricity will be available, NO 220 volt power will be available.** Tampering with the electricity hook-up in any way will result in the Vendor being asked to leave the event.
 - Electricity and water are only available on the south side of Kearsley St. Food Vendors requiring electricity and/or water will be placed on the south side of the street. All other Food Vendors who are "self-sufficient" will be on the north side of Kearsley St.
 - Food Vendors providing their own electricity with a generator are asked to bring a power cord to place the generator far enough away from the street to cut down on excessive noise.

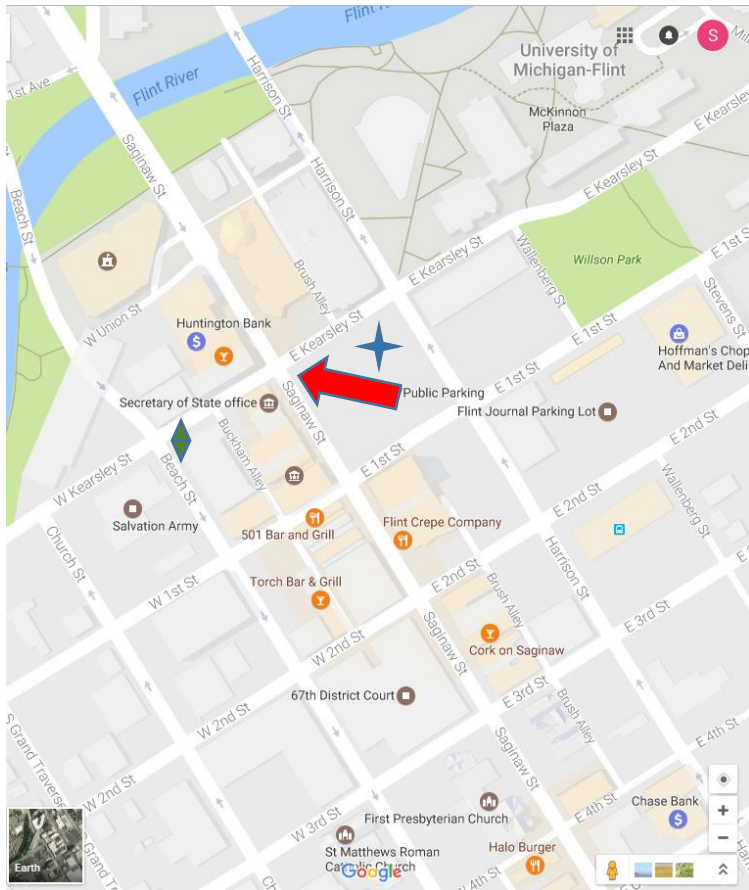
12. **Food Vendors must obtain a FOOD SERVICE LICENSE from the Genesee County Health Department (GCHD).** GCHD will attend the event to check compliance.
 - Information on obtaining a license is available on the GCHD website at: <http://www.gchd.us/>
13. Food Vendors space are limited at Bikes on the Bricks 2023. Spaces will be filled on a first-paid, first-assigned basis. The number of Food Vendors may be more/less depending on the size of spaces that Food Vendors actually register for.
14. Food Vendors MUST also fill out the additional form for Food Vendors, no exceptions. Food Vendors will be assigned a “load-in” time based on when application is received and the size of trailer or tent. An email will be sent closer to the event with Food Vendor “load-in time” and times will start at 6am.
(See above information on Food Vendor Form.)
15. **FOOD VENDORS ON KEARSLEY ST: ANY VEHICLES BLOCKING EMERGENCY VEHICLE ACCESS WILL BE TOWED WITHOUT WARNING. THERE IS ALSO NO PARKING ON BRUSH ALLEY; THIS IS A PRIVATE STREET OWNED BY U OF M-FLINT**
16. **Stage Promotion Vendors** are required to keep content of their stage promotion family friendly and in good taste. The Stage Promotion is an opportunity to promote your business goods and/or services and controversial topics (politics, religion, etc.) are not to be discussed during time on stage. Any business promoting inappropriate content or conduct while on stage will be asked to leave the stage and event. **No refunds** will be issued for a business or individual asked to leave for inappropriate content or conduct.
17. The event starts at 8:00am on Saturday. All Vendor vehicles and trailers must be moved from S. Saginaw Street by 9:00am so motorcycles can park on the street.
18. Parking for additional vehicles, trailers and/or oversized vehicles is located on Beach Street and Church Street, the two streets directly west of S. Saginaw Street. Vehicles without trailers may be parked in the Rutherford Parking Structure on E. Kearsley Street west of S. Saginaw Street. There is NO parking permitted for Vendor vehicles, trailers and/or oversized vehicles on any closed sections of the streets downtown; this area is reserved for Vendor/Sponsor booths and motorcycle parking. Vehicles, trailers and/or oversized vehicles parked on closed sections of the streets downtown may be requested to move. **If Vendor vehicles, trailers and/or oversized vehicles are parked on any closed sections of the streets downtown, the vehicles, trailers and/or oversized vehicles may be towed at Vendor’s expense without notice.**
19. Vendors are only allowed the space they have reserved and paid for during the event.
20. Vendors are not allowed to place items on the sidewalk that impede any type of traffic in any way or block any crosswalk.
21. Bikes on the Bricks and Bikes on the Bricks Vendor Committee reserve the right to limit niche type Vendors/Food Vendors.
22. Bikes on the Bricks will not be held responsible for any damages, loss, theft of merchandise, or personal injury during or in connection with the event. Bikes on the Bricks assumes no liability for loss or damage to any Vendor property due to fire, tornado, weather conditions, or other causes.
23. Bikes on the Bricks reserves the right to request any or all of a display to be removed from the event if it is determined to be inappropriate or if the Vendor does not comply with the Vendor Terms & Conditions.
24. No Vendor is allowed to use or reproduce on any items for sale any official Bikes on the Bricks logo. Vendors will be asked to remove this merchandise from their display.

25. Vendors are to be courteous and respectful to other event Vendors and participants. Any type of behavior deemed to be disrespectful may result in the Vendor being asked to leave the event. **NO REFUND WILL BE ISSUED IF THE VENDOR IS ASKED TO LEAVE THE EVENT DUE TO BEHAVIOR.**
26. Vendor fees are NON-REFUNDABLE.
27. The event will take place rain or shine.
28. Bounced/Returned Check Policy:
- If a check is returned to Bikes on the Bricks as a result of non-sufficient funds, closed account, etc., the vendor or individual will not be eligible for participation with Bikes on the Bricks until vendors fees and a returned check fee of \$25 is paid. All funds must be paid with a money order, certified check or cash and include the \$25 returned check fee. Once a check is returned, Bikes on the Bricks **will not** accept a check again from the individual or vendor. In the event of a returned check, the vendor may be notified by phone, email or letter.
29. Vendors should check www.bikesonthebricks.com for a complete schedule as events and times are subject to change.
- Event Times Saturday: 8am – 10pm
 - Event Times Sunday: 8am – 5pm [Opening Ceremony at 10am]
30. All decisions by the Bikes on the Bricks Vendor Committee and the Bikes on the Bricks Executive Committee are final. Bikes on the Bricks reserves the right to modify Vendor Terms & Conditions at any time without cause or notice.
31. By signing and/or submitting the Vendor Application Form, Vendor acknowledges reading and agrees to all the above Vendor Terms & Conditions.

Questions? Call Sara Besson, Vendor Committee, at 810-691-1903 (after 3:00pm) or sbesson@cityofflint.com.



EVENT LOCATION MAP & PARKING LOCATIONS



Red Arrow – Vendor Check-in Area

★ Downtown Flat Lot (location of Motor Police Competition)

◆ Rutherford Parking Structure (FREE parking Saturday and Sunday, will not accommodate trailers and some oversized vehicles).

Parking for additional Vendor vehicles, trailers and/or oversized vehicles is located on Beech Street and Church Street, the two streets directly west of S. Saginaw Street. **There is NO parking permitted for Vendor vehicles, trailers and/or oversized vehicles on closed sections of the streets downtown, the vehicles, trailers and/or oversized vehicles may be towed at Vendor's expense without notice.**