



FOOD CONCESSION APPLICATION

All food concessionaires wishing to sell food at **Fantasy of Lights** must complete this application and return it to the Howell Area Chamber of Commerce, 123 E. Washington Street, Howell, MI 48843 on or before October 30, 2026.

SECTION I VENDOR INFORMATION

BUSINESS NAME _____ TFU# _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
BUSINESS PHONE _____ CELL PHONE _____
EMERGENCY PHONE _____
CONTACT NAME _____ EMAIL _____
FOOD TO BE SOLD _____
SIZE OF CONCESSION: FRONTAGE (serving side) _____ FT HEIGHT _____ FT DEPTH _____ FT
_____(INITIALS) THIS INFORMATION IS TRUE AND ACCURATE AS OF THIS DATE OF APPLICATION ____/____/2026

SECTION II GENERAL RULES AND REGULATIONS

1. All food vendors must have valid Michigan &/or Livingston County Health Department Permit/Certificate. Inspections will be made upon arrival and throughout event.
2. Vendors must comply with fire department regulations. Inspections will be made of all vendor facilities.
3. Vendors must provide a valid certificate of liability insurance, naming the Howell Area Chamber of Commerce as additional insured, with this application.
4. The Howell Area Chamber of Commerce will assign your location. Once assigned, movement will not be permitted.
5. Water is NOT available. You will be responsible for your own water needs.
6. Vendors must provide pictures of booth with this application.
7. Vendors must arrive between 12pm and 1pm on Friday, November 27, 2026, for set up.
8. Vendors must be open and ready to serve no later than 3pm on Friday, November 27, 2026.
9. The full vendor fee must be received in full, with this application.
10. Please include a check made payable to Howell Area Chamber of Commerce Foundation in the amount of \$100 as a deposit for this event. This check will be returned to you by the conclusion of the event.

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SECTION III

FOOD COURT VENDOR CODE OF CONDUCT

All food vendors are expected to conduct themselves in a professional, respectful, and safe manner throughout the duration of the event. Failure to comply with this Code of Conduct may result in removal from the event without refund.

1. Inappropriate Behavior

Inappropriate behavior includes, but is not limited to:

- Argumentative, disruptive, or disrespectful behavior toward event organizers, staff, volunteers, other vendors, or customers.
- Physical, emotional, or verbal confrontations of any kind.
- Use of abusive, threatening, or inappropriate language.

2. Damage, Cleanliness, and Safety

Vendors are responsible for maintaining a clean, safe, and orderly space. Violations include:

- Causing damage to venue property.
- Injuring a customer, staff member, or another vendor due to negligence or unsafe practices.
- Leaving trash, grease, food waste, or debris in or around the assigned space during or after the event.

3. Rules and Policy Compliance

All vendors must comply with event rules and policies, including:

- Being fully set up, open, and operational during all required event hours.
- Following all health, fire, and safety guidelines.
- Complying with all terms and conditions agreed to in the vendor contract.

4. Registration Fees

All vendor registration fees are non-refundable, regardless of attendance, early removal, weather conditions, or violations of this Code of Conduct.

The space fee is \$100 and must be paid when the application is submitted and approved.

There is a \$100 refundable deposit that will be returned at the conclusion of the event.

SECTION IV

FEES AND ELECTRICAL

Electrical Service Policy

- Electrical hook up is an additional \$35.
- Each vendor is allowed one (1) electrical hookup only, either 30-amp OR 50-amp. Select below between options A, B, or C. If additional footage is requested, please only add it once.
- The electrical service selected at registration is final and will be the only service provided.
- Vendor placement is determined by the electrical service designated.
- No on-site changes, upgrades, downgrades, or additional electrical requests will be accommodated for any reason.
- Vendors must ensure their equipment is compatible with the electrical service selected.

Please indicate what features are needed by or apply to your concession and total at the right and below:

A. Vendor Space 15 ft wide, no electrical service needed, self-contained \$100.00 \$_____

OR

B. Vendor Space 15 ft wide, 110-volt, 30-amp maximum electric service \$135.00 \$_____

OR

C. Vendor Space 15 ft wide, 220-volt, 50-amp maximum electric service

\$135.00 \$_____

BOOTH SPACE INDICATED ABOVE IS ALL THE SPACE YOU WILL RECEIVE.

PLEASE RESERVE ENOUGH SPACE FOR SIDE TRAILERS LINES, TRAILER TONGUES, ETC.....

FEE TOTAL \$_____

To properly locate your concession, please indicate proper width and depth of your concession. IMPORTANT NOTICE: Your size includes any extended awnings and/or trailer tongue. Concessions are aligned next to each other so we cannot allow for any variance beyond amount requested.

SIZE OF CONCESSION: FRONTAGE (serving side)_____Feet x _____ Feet

_____(INITIALS) THIS INFORMATION IS TRUE AND ACCURATE AS OF THIS DATE OF APPLICATION ____/____/2026

SECTION V

HEALTH DEPARTMENT NOTIFICATION

Upon acceptance and receipt of your paid application, the committee will forward your name and address to the Livingston County Health Department. You are required to have a valid health department license in advance of setting up.

PLEASE NOTE: It is the responsibility of the vendor to be aware of and comply with all health department rules.

_____(INITIALS) THIS INFORMATION IS TRUE AND ACCURATE AS OF THIS DATE OF APPLICATION ____/____/2026

SECTION VI

FINAL CHECKLIST

Booth size indicated_____

Electrical Choice Made (A/B/C)_____

Picture of booth enclosed_____

Insurance Certificate enclosed_____

Check/payment enclosed_____

Deposit check to "Howell Area Chamber of Commerce Foundation" of \$100 enclosed_____

I acknowledge that I have read and understand this State Street Vendor Code of Conduct. I agree to comply with all rules, policies, and requirements set forth for this event.

Name: _____

Signature: _____

Date: _____