



## Wings Over Northern Michigan Gaylord Airshow Vendor Guidelines

**Application needs to be Postmarked no later than March 31, 2019.**

### **Space and Fees:**

Space is a 12x 12 area **Booth fee is due in full by May 1st 2019.** Any vendor who has not submitted payment for Wings Over Northern Michigan fees by that time may lose their spot and the vacancy will be filled from our stand-by list of vendors. Additionally, the Wings Over Northern Michigan Committee reserve the right to accept or reject any application, regardless of number of applications received or availability of space, for any reason without cause.

**Food Vendors** (anybody serving food or beverages): \$275

**Novelty Vendors:** (Vendors who purchase items and re-sell them): \$300

**Commercial Vendors** (Vendors selling their products or services): \$350

- Only one display or vendor per site regardless of size.

Your application for the 2019 Wings Over Northern Michigan participation **MUST include your complete menu, including prices.** Your proposed menu and prices will be considered in the selection process, as we strive for quality items and affordable prices. As in past years, Wings Over Northern Michigan may ask you to modify and/or eliminate certain items from your proposed menu prior to your acceptance for the Wings over Northern Michigan event. If you are not accepted, we will send you a letter in the mail with your check if you have already paid.

### **Beverages:**

All Wings Over Northern Michigan Food Vendors can sell carbonated soft drinks and water **BUT** must be purchased from the airshow. Fountain Soda Drinks are not allowed. You may sell other drink items like tea, lemonade and so on. Please contact us to clarify if you have a drink product you would like to sell at your booth

### **Electrical Devices:**

Your application **MUST** list every electrical device that you intend to use in your food booth; Wings Over Northern Michigan reserves the right to limit your electrical usage. There is an additional fee of \$50.00 if you need to use airport electric utilities. The Wings Over Northern Michigan Airshow is not responsible for any power outages or product loss.

### **Water**

There are no continuous water hookups available to Vendor booths during the airshow. Water is available on property to fill containers at no charge.

### **Insurance:**

All Novelty and Food Vendors are required to furnish a certificate of insurance covering all liability for operation of his/her booth. Be sure the name you are submitting on this application is the name on the certificate.

The certificate must be provided before your booth is set-up. This could cause forfeiture of space and all monies paid.

### **Food Permits:**

Food permits must be obtained from the Health Department of Northwest Michigan, 95 Livingston Blvd. Gaylord, MI 49735. Rhiannon Zeeff is our Health Inspector and can be reached at 989-732-6867. The Health Department will receive a complete list of all accepted vendors and will be inspecting all Food Booths prior to the event opening.

### **Vehicle/Worker Passes:**

Vendor workers will all need to wear lanyards provided by Vendor Coordinator. Each booth will be given a certain number of lanyards according to Vendor request. Workers will need to wear this all weekend.

Vendors will be allowed 2 vehicles in the Vendor Parking Area with vehicle pass showing at all times. If you have more than 2 vehicles, the other vehicles will have to park in general parking and will be given a special pass to get into the gates.

### **Set-up Hours:**

Wings Over Northern Michigan vendors must be open from Saturday 9:00 AM to 5:00 PM and on Sunday from 9:00 AM until 5:00 PM. We ask you to come Friday between the hours of Noon and 5pm, to set-up your area. If you cannot make this time frame, please call to make special arrangements.

- Vendors will not be allowed to have any vehicle or trailer by their booth. You are asked to park in the vendor parking area and cart your items to your booth once the airshow is started. **ABSOLUTELY NO VEHICLES ARE TO DRIVE ON THE AIRPORT ONCE THE GATE IS OPEN FOR THE PUBLIC.**

### **Tents:**

If you are using a tent, it must be no larger than 12' X 12' and be able to be set up on pavement or grass. No stakes will be allowed under any circumstances in pavement.

### **Signage:**

All Vendor booths/tents/space on the airport **MUST** have a clearly posted, attractive sign designating your company/organization, type of food being served and your full menu with prices, or identify the type of merchandise being sold. Please insure that these signs are professional in appearance; no hand written signs allowed. Minimum sign size is 12" wide by 24" tall, and max size no larger than space provided.

### **Tear Down:**

Tear down for ALL vendors will be 4:30 on Sunday. All Vendors must completely clean their area and dispose of all garbage.

Vendors also agree to check out with the Vendor Coordinator before leaving the grounds after the event to ensure that their area is completely cleaned and all garbage properly disposed.

### **Trash Management:**

It is the responsibility of each Wings Over Northern Michigan vendor to keep their space clear of all debris and garbage. This includes the disposal of all trash and garbage generated by your booth. Please do **NOT** use the trash receptacles placed around the field, these are for the convenience of your customers. **For your convenience, a commercial trash receptacle/dumpster is in the parking lot of the Vendor Gate for you to dispose of trash.**

**Grey Water/Grease Dumping:**

Grease and oil must be dumped in your own proper containers and disposed of properly offsite. Grey water will be dumped in an approved area at the airport. Please ask the Vendor Coordinator for this information.

**Sales Tax:**

It is the Vendors responsibility to pay the 6% Michigan Sales Tax

**Miscellaneous Reminders:**

Fire Inspectors, authorized electricians, and Wings Over Northern Michigan shall have full authority to eliminate any hazardous or unsafe conditions without notice to the Vendor.

Wings Over Northern Michigan shall provide 24-hour security patrols; however, Wings Over Northern Michigan assumes no liability for damages caused by theft, vandalism or severe weather conditions.

Any checks returned for Non-Sufficient funds will incur an additional \$25 fee.

**Should any Vendor have to cancel after May 15<sup>th</sup>, 2019, they could forfeit all money paid to date if another Vendor is not found to take your place.**

Please note: Space is limited on the field, so receipt of your application does not ensure your acceptance to the event. Participation in the event is determined by many factors, including – but not limited to – the appeal of your product(s) to Wings Over Northern Michigan Gaylord committee. All decisions by the Wings Over Northern Michigan Gaylord Committee are final.

I have read and agree to abide by the Wings Over Northern Michigan Gaylord Guidelines. I understand that I am responsible for my booth/tent/space equipment and for arranging for insurance and providing a copy of that insurance to Wings Over Northern Michigan Gaylord prior to my participation at Wings Over Northern Michigan. I further understand that I am responsible for purchasing the proper health department permits. I also understand that I am responsible to collect applicable Michigan sales tax on my sales. I understand that submission of this application does not ensure selection to participate in the 2019 Wings Over Northern Michigan Airshow and the selections made by the Airshow committee are final.

Signature \_\_\_\_\_ Representing: \_\_\_\_\_

**2019 Wings Over Northern Michigan Gaylord Airshow  
Food/Merchandise Vendor Application**

BUSINESS NAME: \_\_\_\_\_

VENDOR TYPE (Food, Novelty, Craft, Commercial, Non-Profit) \_\_\_\_\_

LANYARD AMOUNT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ TAX ID# \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*\* Please attach a complete printed menu and pictures (if you're new) as part of your application.

\_\_\_\_\_ Yes, I'm interested in a 12 x 12 space

\_\_\_\_\_ Yes I need electricity

\_\_\_\_\_ amps

Make check(s) payable to Gaylord Regional Airport, In Memo: Airshow Gaylord

**Return to:**

**Gaylord Regional Airport  
Wings Over Northern Michigan, Gaylord Airshow  
ATTN: Vendor Coordinator  
P.O. Box 1396  
Gaylord, Michigan 49734**

**OR Email it to  
Courtney Willits at [Courtney@cecomps.com](mailto:Courtney@cecomps.com)  
616-970-1073**