



SAUGATUCK DOUGLAS ART CLUB

ART FAIR FOOD VENDOR INFORMATION

The Saugatuck Douglas Art Club offers space to one takeaway food vendor at the Waterfront Invitational Art Fair and two takeaway food vendors at the Village Square Art and Fine Crafts Fair (spaces #100 and #101). These vendors sell offerings such as ice cream, soft drinks, hot dogs, etc. Power can be provided to these vendors from city outlets, however, they can only have propane-operated equipment or generators with the permission of the art fair chairs upon application. We note there are rules regarding operating propane-operated equipment under tents, which the Saugatuck Township Fire District enforces, and vendors must adhere to those rules. The Fire District's phone number is 269-857-3000.

The Club operates fairs primarily attended by arts and crafts vendors, and is not equipped to easily verify that the various regulations on food manufacturers have been met. Therefore, we have chosen not to admit other vendors selling foodstuffs, and recommend that they contact appropriate sales venues such as the several farmers' markets in the area.

Takeaway food vendors at either fair pay the same amount as other vendors for a booth space plus an additional \$95 food vendor fee. Additional booths, if available, can be rented for the amount that other vendors would pay for a booth space. In 2014 the booth fee for a one-booth food vendor at the Waterfront is \$220, and for each of the food vendors at the Village Square is \$215. For arts and crafts vendors, the Art Club retains part of the total fee as a application fee even if the vendor is not selected, but the Art Club will not retain any of a food vendor's application fee if the vendor is not selected.

The following rules apply to takeaway food vendors:

1. The Art Club requires a written statement from the vendor that he or she will be responsible for any health inspections or other regulatory requirements for a food vendor. The Art Club is not responsible to arrange for such inspections or meet such regulatory requirements, nor does it assume any liability for a vendor who does not arrange for such inspections or meet such regulatory requirements.
2. The City of Saugatuck requires the Art Club to provide a Health Department Food Service License for each vendor so a copy of this document should be submitted with your application.
3. The Art Club requires proof of commercial general liability insurance coverage to be provided. The liability insurance limit should be at least as large as what the Art Club carries. Currently the Art Club carries \$1,000,000 liability insurance on its fairs.
4. The food vendor will inform the Art Club of his or her offerings at the fair with his or her application. The equipment required to serve each offering should be indicated. The Art Club will indicate which offerings have been approved to be served at the fair upon confirmation.
5. No photographs are required from food vendors.

Fee schedule for 2014

Fair	Total booth fee	Additional booth (if available)	Booth fee plus additional booth
Waterfront Fair food booth	\$125+\$95 = \$220	\$125	\$345
Village Square food booth 1	\$120+\$95 = \$215	\$120	\$335
Village Square food booth 2	\$120+\$95 = \$215	\$120	\$335
To be sole food vendor at Village Square (taking two booths)	\$430	Not available with this option	N/A

Dated: 10/27/2013