



ANN ARBOR SUMMER ART FAIR | July 20-22, 2023
FOOD VENDOR APPLICATION

ABOUT THE GUILD

The Guild of Artists & Artisans is a non-profit, membership association of independent artists founded in 1970 in Ann Arbor, Michigan. Its mission is to develop and present art fairs to provide marketing opportunities for its members which also serve as educational, cultural and entertaining events for the community. The Guild draws upon its talented, exclusive and diverse membership to exhibit and sell their work at these events. Each member artist is juried through The Guild’s rigorous standards process, which ensures exceptional creativity and technical skill.

Presently, The Guild produces six fairs: *Art Birmingham*, *The Levis Commons Fine Art Fair*, *Common Ground’s Birmingham Street Art Fair*, *A2 Artoberfest*, *Royal Oak Market: Art Fair Edition* and the world-renowned *Ann Arbor Summer Art Fair* – an event recognized for its unparalleled selection of talented artists and craftspeople.

ABOUT THE FAIR

The 54th Annual *Ann Arbor Summer Art Fair* (July 20-22) is one of three official partner fairs that comprise the award-winning and highly-respected Ann Arbor Art Fair which for four days each July transforms Ann Arbor, Michigan into a spectacular outdoor art gallery featuring more than 1,000 professional artists and attracting half a million visitors. **By participating at this world class event, you are exposing your brand to over 125,000 people daily.** The 54th Annual Ann Arbor Summer Art Fair is a juried, fine art event featuring the members of the Guild of Artists & Artisans and has 375 exhibiting artist booths, art demonstrations and features entertainment and delicious food.

DEADLINES

March 31, 2023	Application Deadline
April 10, 2023	Selected Vendor Notification sent out
April 30, 2023	(Selected Vendors only) – Contract & Deposit* Deadline
June 1, 2023	Final Payment Deadline

*The deposit is equal to half of the total fees. Please note that no refunds will be given for any reason.

QUESTIONS: Contact Allison Buck at allison@theguild.org or 734.662.3382 x307



2023 Food Application

ANN ARBOR SUMMER ART FAIR | July 20 - 22, 2023

Thursday & Friday: 10am – 9pm & Saturday: 10am – 8pm

Set-up will take place the first day of the fair starting at 7AM.

All vendors must be open for business during all show hours.

FOOD VENDOR CONTACT INFORMATION

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _(____)_____ **Contact Name:** _____

Cell phone: _(____)_____ **Email Address:** _____

Website: _____ **Facebook Page:** _____

BOOTH SPECIFICATIONS

1. Type (Check one): Truck Trailer Other: _____
2. Actual dimensions of booth/trailer. Please include trailer hitches, awnings and doors in your measurement.

Frontage (side to side): _____ x Depth* (front to back): _____

**Note: Depth of booth may not exceed 10' including awning.*

3. Please select which size space you will require: ***Sidewalk space must be left clear at all times. All supplies and equipment must be maintained within the rented street space. Allow enough room for your truck/trailer & any other equipment you'll need.***

- 10 x 10 space \$750
- 10 x 20 space \$1,500
- 10 x 30 space \$2,250

4. BOOTH/TRUCK/TRAILER LAYOUT

Please provide photos and an accurate diagram (below) of your booth/trailer. *All food equipment must be stored within the dimensions of your space. No additional storage is available outside of your rented space. Use of sidewalk for any type of equipment or storage is prohibited.*

- a. Your diagram of your booth/trailer should include all of the following: dimensions, doors, customer services area, location of equipment, AND location of propane tanks - if applicable.

< - - - - D e p t h - - - >	
	<-----Length (Frontage)----->

5. MENU: Please list all food and beverage items to be sold with accompanying retail prices. The Health Department requires an exact listing of food items. Once it is approved, this cannot be altered without the Guild’s consent. If you need more space please attach additional pages. **Menu items will be approved by the Guild of Artists & Artisans.**

***The Guild cannot guarantee exclusivity of any secondary food items (fries, soda, lemonade, etc.) to any food vendor. However, we will do our best to limit the number of vendors selling each item.**

Menu Items	Price

6. ELECTRICITY- **Generators are strictly prohibited.**

- a. Please indicate the number of units you will need. **Note: each piece of equipment you have has a manufacturer’s name plate underneath or on its back. The plate lists the amount of voltage and amps or watts it uses.**

Receptacle Needed	Maximum Connected Load	Price	Number of Units Needed
1 - 20 amp/120 volt GFCI duplex receptacle	16A	included	
2 - 20 amps/120 volt GFCI duplex receptacle	16A each	included	
1 - 30 amp/120 volt receptacle	24A	\$300 ea.	
1 - 20 amp/230 volt receptacle	24A	\$375 ea.	
1 - 50 amp/230 volt receptacle	40A	\$525 ea.	

- b. List each piece of equipment with individual electrical requirements. If more than one booth is to be used for the event, separate and list equipment by booth. Every piece of equipment has a manufacturer’s name plate on its bottom or back listing voltage and amps or watts. **This is important information needed to help prevent circuit overloads and power loss in your booth.**

Equipment Type	Number of Units	Voltage	AMPS or WATTS Per Unit
List everything that uses electricity including, but not limited to: Lights, Fans, etc.		120/208/230	Please indicate which

TOTAL _____

- c. Maximum number of amps required for your booth/trailer is _____.
- d. Trailer applicants: breaker size needed _____.

NOTE: Extension cords are the responsibility of the vendor and must be #12-3 wire or larger. Multi-tap extension cords are not permitted unless rated for outdoor use (GFCI). An A-10BC fire extinguisher is required (5lb. ABC) with a service tag indicating inspection and/or service within the last 12 months. A “K” fire extinguisher is required for anyone using deep fryers.

Again, GENERATORS ARE PROHIBITED. If your booth requires work by our electrician beyond providing the above listed needs, you will be billed accordingly at the rate charged to The Guild.

7. PROPANE: Will you require propane? (Check one)

- Yes-See section 2 of Food Vendor Requirements / Information (included)
- No

8. WATER (for cleaning purposes ONLY): Will you require water? Yes No
9. RESTOCKING (trucks only): Will you require to exit the fair each evening? - this is strongly discouraged. Yes No

REFERENCES AND PHOTOS: Please attach/include photographs of the actual booth/trailer that you will be using as well as at least three professional references (below).

Reference Name	Company Name	Phone	Email

FOOD VENDOR FEES: Once your application has been accepted, half of the vendor fee will be due with submission of the vendor contract. The following are acceptable forms of payment: check, certified check or money order or credit card (visa or mastercard). Payments received via credit card will require an additional 3% processing fee.

Mail or email this completed form to Allison Buck:

allison@theguild.org
 The Guild of Artists and Artisans
 118 N Fourth Ave.
 Ann Arbor, MI 48104

All vendor applications will be reviewed and a limited amount selected to participate at events. Selected vendors will receive agreements via email to complete and submit payment. Vendors not selected will be put on a waitlist. **If you have any questions or concerns please contact Allison Buck at allison@theguild.org.**

ANN ARBOR SUMMER ART FAIR

FOOD VENDOR REQUIREMENTS / INFORMATION

1. FOOD HANDLERS LICENSE

- All Food vendors are required to obtain a Food Service License from the Washtenaw County Environmental Health Division (Health Department). Attendance at a training class may be required. For questions regarding obtaining a license and the necessary requirements please contact:
Washtenaw County Environmental Services
Attn: Tonya Harwood
P.O. Box 8645
Ann Arbor, MI 48107-8645
PH: 734-222-3962
harwoodt@ewashtenaw.org
- PLEASE NOTE: your menu cannot be changed once your contract has been accepted, except with written authorization from The Guild.
- All paperwork involving the Health Department must be sent directly to Washtenaw County Environmental Services, see address above.

2. GRILLING & SAFETY COMPLIANCE

Propane users will be required to:

- Use cylinders/tanks of 100 lbs. or less.
- Limit back up to one per live or active cylinder - have supplies of propane fuel delivered on an "as needed" basis.
- **SECURE (CHAIN) ALL TANKS!**
- **KEEP PROPANE TANKS OUTSIDE OF BOOTH OR TRAILER.**
- All propane cylinders must be removed from fair area by 8:00pm Sat. July 22, 2023.

****Charcoal grilling is prohibited.****

- All booths must be fire resistant or fire retardant. Materials must display a manufacturers label or you must provide a letter from the manufacturer attesting to compliance. Wood framing must be protected with a non-flammable coating (i.e. latex paint).
- Extension cords are the responsibility of the vendor and must be #12-3 wire or larger.
- Multi-tap extension cords are not permitted unless rated for outdoor use (GFCI).
- A 2A-10BC (or larger) fire extinguisher is required (5 lb. ABC) with a service tag indicating inspection and /or service within the last 12 months. A "K" fire extinguisher is required for anyone using deep fryers. Extinguishers must be easily accessible, charged and in good working condition.
- For concerns regarding fire regulations contact the Ann Arbor Fire Department at (734) 994-4907.

3. HEALTH DEPARTMENT COMPLIANCE

- Michigan's Food Law 2000 prohibits bare hand contact with ready-to-eat foods. Suitable utensils such as deli tissue, spatulas, tongs, single use gloves or dispensing equipment are permissible alternatives.
- If raw meat, poultry or fish are being handled on site, a designated hand washing station is required. This requirement can be met by having: portable water in

dispensing container, antibacterial soap, a catch basin for used water, clean paper towels and a garbage container.

- Individual hand wipes are acceptable when no raw meat, poultry or fish are handled on site.
- Cold foods must be held at 41° F or less. Hot foods must be held at 140 °F or above.
- Raw meats, poultry, fish or other potentially hazardous foods must be held under mechanical refrigeration.
- Frozen raw meats, poultry and fish can be thawed in the following ways: under mechanical refrigeration at 41°F or less or as part of the cooking process. Raw meats, poultry, fish or other potentially hazardous foods CANNOT BE THAWED OR STORED in ice chests.
- No smoking or eating is allowed in food booths or trailers.
- All employees are expected to maintain good personal hygiene and be in good health.

4. EQUIPMENT

- Vendor is responsible for ensuring all equipment is in proper operating condition (in accordance with all codes).
- Repair of equipment is the responsibility of the vendor.
- The Guild assumes no responsibility or liability for repairs.
- All booths, tents, and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing. {IFC 2403.9] The Fire Marshal's division reserves the right to reject dangerous temporary structures or require additional security measures to be taken, Support and anchoring components will not extend into fire aisles or lanes, or create a public safety hazard.

5. WATER

- Limited water source is provided for clean-up.

6. GENERATORS

- Generators are prohibited.