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.


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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>March 31, 2023</td>
<td>Application Deadline</td>
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<tr>
<td>April 10, 2023</td>
<td>Selected Vendor Notification sent out</td>
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<tr>
<td>April 30, 2023</td>
<td>(Selected Vendors only) – Contract &amp; Deposit* Deadline</td>
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<tr>
<td>June 1, 2023</td>
<td>Final Payment Deadline</td>
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*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.

<table>
<thead>
<tr>
<th>Depth</th>
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<tr>
<td>&lt;-----</td>
<td>Length (Frontage)-------</td>
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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.*

<table>
<thead>
<tr>
<th>Menu Items</th>
<th>Price</th>
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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.

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

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

<table>
<thead>
<tr>
<th>Reference Name</th>
<th>Company Name</th>
<th>Phone</th>
<th>Email</th>
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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.