

# ST. MARY'S POLISH COUNTRY FAIR



ST. MARY'S CAMPUS  
 ORCHARD LAKE, MI  
 MAY 25 - MAY 28, 2012  
 ATTENDANCE APPROXIMATELY  
 100,000+

## 2012 Vendor Application

### General Information

#### Location

Campus of Orchard Lake St. Mary's 3535 Indian Trail (Intersection of Commerce & Orchard Lake RDs) Orchard Lake, MI 48324

#### Fair Dates & Vendor Hours

A representative must be present on-site at all times during hours of vendor operations:

Friday May 25: 5PM - 8PM Saturday May 26: 11AM - 8PM

Sunday May 27: 11AM - 8PM Monday May 28: 11AM - 8PM

#### Set-Up/Tear-Down

Vendors may remain operational through fair hours. Security specific to vendor area WILL NOT be provided after regular fair hours.

Set-up to begin Thursday May 24 at Noon and MUST be completed by 3:00 PM on Friday May 25. Vehicles ARE NOT PERMITTED on the fairgrounds until AFTER 8PM on Monday May 28.

#### Space & Fees (need to add late reg. statement)

Each space is 10 x 10. Regular booths carry a fee of \$450 per 10 x 10. Select booth locations carry a premium price and range from \$600 - \$1,000 per 10 x 10. These spaces are noted with a "P" on the locations map.

Tents will NOT be provided unless specifically requested. Tents may be rented through fair tent provider with a cost added to booth space rental fee. Tables, chairs, lighting etc. are NOT provided.

#### Miscellaneous

Please note, ONLY the items listed on your application are the ones approved for sale. There are **no sales of any kind for food &/or beverage**. All items should be family friendly; we do reserve the right to remove items deemed inappropriate.

Booths are non-transferable and may not be shared with other vendors.

# Application Information

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1. Please complete and return the application by April 30, 2012, along with the required deposit/minimum fee of \$450 PER 10 x 10 space. If you are a 1st time vendor, please include a photo of your proposed booth/display.
  2. **NEW! Applications received after April 30, 2012 are subject to a \$50 late registration fee PER 10 x 10 space. Accounts not paid in full by April 30 will be considered late and are subject to the fee.** Accounts not paid in full by the fair date will not be allowed to set-up. Please be aware that there are **NO REFUNDS**.
  3. Payments may be made in the form of check, money order or credit card. Please make checks payable to: St. Mary's Mom's & Dad's Club
  4. Upon acceptance, the deposit will be non-refundable. If denied, the deposit will be returned promptly. Applications will be processed in order of receipt. Incomplete applications will not be processed or returned.
  5. Indicate booth space # requested, with a second and third choice in the event the first choice has already been taken. Please note that select locations will carry a premium price (i.e. corner locations etc.) These locations are noted with a "P" on the layout.
  6. **Please note that returning vendors will have until Friday March 2, 2012 to secure booth space location from year, after which spaces will be granted on a first come first serve basis.**
  7. Once your application is considered and approved, you will receive a contract. Please sign and return the contract along with a proof of insurance.
  8. **Proof of insurance is required to be submitted to St. Mary's Mom's & Dad's Club by May 1, 2012. Failure to provide proof of insurance will result in forfeiture of your deposit. Your insurance MUST include:**
    - Workers Comp & Commercial Liability (including Products/Completed operations Liability, Commercial Auto Liability & Umbrella Liability) at a minimum of \$1,000,000.
    - The insurance must name the St. Mary's Mom's as Dad's Club as additional insured.
- THERE ARE NO EXCEPTIONS or WAIVERS**
9. Rental of booth space will include two (2) passes to allow for two vehicles to park onsite during the event. These will be distributed upon check-in.

RETURN APPLICATION TO:  
Stephanie Purdey  
2668 Royal Vista Dr. #301  
Grand Rapids, MI 49534

Thank you for your interest in being a vendor at the St. Mary's Polish Country Fair. If you have any questions regarding this application, please **CONTACT: Stephanie Purdey** via e-mail [stephanie@8pointpromotion.com](mailto:stephanie@8pointpromotion.com) or at (810)-287-4975

## APPLICATION FOR SPACE

2012 St. Mary's Polish Country Fair  
Friday May 25 – Monday May 28, 2012  
(Please Print or Type Clearly)

**Check One:**  **New Applicant**       **Returning Vendor**

This application is not a guarantee of space. All questions must be answered **completely** before consideration for space can be given. This form is neither a commitment by the applicant, nor an offer by St. Mary's Polish Country Fair.

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Applications received are evaluated on uniqueness of product, duplication of product, booth display and set up, and appropriateness of items to a family-oriented event.

Please list product(s) to be sold, promoted, displayed or given away. The Fair reserves the right to select the items a company is allowed to sell based on the product, duplication of product and/or objectionable items. Products/services are limited to items listed in this agreement. All items represented must be legal and abide by Michigan law. This is a family event and the event reserves the right to review and approve all items being sold. If you are not selling, but generating leads for future business, please indicate Product(s) or service(s). Please note that only the items listed on your application are the ones approved for sale, there are **no sales of any kind for food &/or beverage**. Product exclusivity will be determined on an individual basis. Exclusivity will require additional fees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your application will not be processed without this information. Please check all applicable.

RETURN APPLICATION TO:  
Stephanie Purdey  
2668 Royal Vista Dr. #301  
Grand Rapids, MI 49534

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1. Have you participated at our St. Mary's Polish Country Fair? Yes  No
  2. Will you require any electrical for your area? Yes  No
  3. Please list requested booth space #'s in order of preference:  
(Refer to Fair Layout attachment.)
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Note: Electrical shall be limited to 15 amps per 10 x 10 space. Your 15 amps of electric is included in your vendor space. Fair management reserves the right to meter each vendor and any increased usage, unless pre-approved by management, is subject to a surcharge.

Please list other fairs, festivals or events (include a contact person and telephone number) in which you have participated:

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#### REMINDER OF IMPORTANT INFORMATION:

**All applicants:** A \$450.00 deposit/minimum fee is required for each application. If you are accepted, the deposit/minimum fee is non-refundable and will be applied towards the booth space fee. If you are not accepted, the deposit will be refunded. **Applications received after April 30, 2012 are subject to a \$50 late registration fee PER 10 x10 SPACE. Accounts not paid in full by April 30 will be considered late and are subject to the fee.** Please make checks payable to: St. Mary's Mom's & Dad's Club

All vendor spaces are outside and given a 10 x 10 area. NO inside tents or structures (i.e. tables, chairs, and lighting) of any kind will be provided. Each vendor is responsible for his/her own property and for furnishing own tents, tables, chairs and change. Vendors are responsible for insurance and protection of items and displays. St. Mary's Polish Country Fair will not be responsible for damage to vendor items or displays.

No Security specific to the vendor area will be provided after Fair Hours.

#### Questions?

Refer to [www.stmaryspolishcountryfair.com](http://www.stmaryspolishcountryfair.com). If you cannot find the information you need there, contact Stephanie Purdey: [stephanie@8pointpromotion.com](mailto:stephanie@8pointpromotion.com) or (810) 287-4975

**Thank you for your interest in the 2012 St. Mary's Polish Country Fair!**