

Buses Benefit Vendor Policy / Application (Deadline April 15th)

Vending is open to amateurs and professionals, artists and craftspeople, who provide services and items that may be of interest to the VW Bus and Burn Survivor community. Our goal is to provide opportunities for these folks to present their respective talents in an atmosphere that benefits the vendor, the attendee and our charity fundraiser. Therefore: Anyone wishing to sell items or services at Buses by the Beach charity fundraising events must obtain a vendors permit. **Event is held rain or shine. No cancellations, no refunds**

This application is for both Food Vendors and Hard Good Vendors: Note: so that each vendor may thrive, efforts are made to prevent overlap between vendors. Food vendors should limit their sales to food. You may sell some promotional materials if they are preapproved prior to the event by the vending coordinator (Steve Matchett). Likewise, hard good vendors should limit their sales to the goods they were approved for in their application. Hard good vendors should not sell food and drinks.

APPLICATIONS WILL BE TAKEN ONLY UNTIL THE AVAILABLE SPACES ARE FILLED SO EARLIER IS BETTER. You are not officially a confirmed vendor until your vendor fees have been received (\$100 fee covers all three days). If the April 15th deadline passes, unpaid vendors will be replaced by the next person on the waiting list.

ON LINE APPLICATION PROCESS: To expedite your application, you may send it directly to the vending coordinator via email, attaching photos to that email. These applications should be sent to Steve at matchets@gvsu.edu. They will be promptly reviewed and you will be contacted by return email. **If approved**, you may send your payment for vending via paypal at volksfolks@busesbythebeach.org (writing "Vending Fees for Buses by the Beach 2024" as the reason for payment). If possible, **we would like to encourage you to pay electronically.**

MAIL IN APPLICATION PROCESS (only if absolutely needed)

Print out and complete the application form found at the bottom of this page and return with your fee. Checks should be made payable to **Buses by the Beach**. Checks should be sent to Steve Matchett at 15548 Comstock St. Grand Haven, MI. 49417. Include 3 photos of your items. (unless you have been pre-approved through online pictures). Please label photos. Photos will not be returned.

Only pre-approved work / items may be sold. **Application deadline is April 15th. If the April 15th deadline passes**, unpaid vendors will be replaced by the next person on the waiting list.

We will notify those selected six weeks prior to the event.

FEES

The fee for a vending permit is \$100. This includes a 10 x 10 vending space and one (1) event ticket. Vendors may have 2 to 3 feet of additional space in front of their booth for display but should not spread any farther. Up to 1 additional worker (spending the majority of their time in your booth helping), can be included on your vending permit at no additional charge. If you wish to request a double space, this can be approved by the coordinator and an additional \$100 will be collected. Note: food vendors will have already negotiated their space requirements ahead of time.

A limited amount of additional tickets can be purchased at an early bird ticket fee prior to May 1st. 100% of these fees go to the Phoenix Society for Burn Survivors. Only one ticket per applicant. No paper tickets will be mailed. All vendors will be included on the vendor list at the gate. Check in is required at the gate. Email for more details (see below). **Event is held rain or shine. No cancellations, no refunds.**

BOOTH PARTICULARS

Hard good booth spaces are to be no larger than 10' X 10' in size with the vendor providing her/his own setup. If you desire more space, please request and pay for a second spot. Booths are to be set up in the vendor area in the space assigned. A map of the vending area and individual assignments will be sent out a few weeks before the actual event. Vendors are eligible for early entry on Friday beginning at 9 am for set up. Booths are asked to be set up by 5pm on Friday, unless other arrangements have been made. **No vehicles allowed in the vending area after 5pm Friday.** Friday booth hours are optional, but suggested from 5pm to dusk. That said, setting up earlier on Friday can often yield sales as people are getting settled. Booths are asked to be attended Saturday and Sunday from 12 – 7pm, extended hours are optional. All Booths should be closed by 11pm on Friday, Saturday and Sunday nights. Vendor booths are required to stay set up until the music ends on Sunday night. Power is not available for hard good vendors. Buses Benefit and the Phoenix Society for Burn Survivors are not responsible for damage or loss to your booth or your products. No drug paraphernalia is allowed for sale at our campouts/ benefits. There is no unauthorized use of the name "Buses by the Beach" or its trademarks and logos on T-Shirts or other items for sale. There is no unauthorized use of the name "The Phoenix Society for Burn Survivors" or its trademarks and logos on T-Shirts or other items for sale. Vendors and children are not allowed to walk around the grounds to solicit sales. Each exhibitor will be responsible for collecting the 6% MI sales tax if it applies to them. For more information you may contact the MI Department of Treasury at 1-517-636-4730.

QUESTIONS

During the event all questions should be directed to **Steve Matchett** in the Wide Eye Dyes booth.

Prior to the event please email questions to:

Steve Matchett (matchets@gvsu.edu)

Application is on the next page

Buses Benefit VENDOR APPLICATION FORM

Print and complete form.

Name: _____ Date: _____

Address: _____

City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

MEDIA: _____

Webpage: _____

PHOTOS: 3 of Work and 1 of booth (this may be waived only if told by the vending coordinator to do so).

1. _____ 2. _____

3. _____

For each photo submitted, indicate media and description of work in the space provided. Please remember to label slides/photos. READ AND SIGN THE FOLLOWING DISCLAIMER: I the undersigned agree to the terms and conditions of participating in the Buses by the Beach Charity Fundraiser and release and hold harmless the Buses by the Beach Charity Fundraiser and its organizers and volunteers from all claims, or action, which may hereafter occur by reason of any damage, loss, or injury which may be sustained by the undersigned in consequences of being allowed to participate in the Buses by the Beach Charity Fundraiser

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Photos enclosed: _____

Booth Fee \$90 (includes one pass) enclosed : _____

Additional passes \$65 each (if purchased by May 1st): Qty: _____ Total: \$ _____

If possible pay via **PayPal at volksfolks@busesbythebeach.org** (writing "Vending Fees for Buses by the Beach 2023" as the reason for payment). If you are sending a check, make it payable to Buses by the Beach. Mail to: Steve Matchett 15548 Comstock St. Grand Haven, MI 49417

SIGNATURE: _____ DATE: _____