



OgemawHillsBikeWeek.com

July 19th – 23rd, 2017

INFORMATION, RULES, REGULATIONS & APPLICATION FORMS:
FOOD VENDORS

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VENDOR CHECKLIST

Please use this checklist to ensure that you submit a complete application. **ANY INFORMATION MISSING FROM YOUR APPLICATION MAY DELAY YOUR APPLICATION FROM BEING PROPERLY PROCESSED AND RESULT IN MISSING THE OPPORTUNITY TO PARTICIPATE IN OGEMAW HILLS BIKE WEEK.**

FORMS:

- Acknowledgement of Receipt of Vendor Rules and Regulations – Page 7
- Food Vendor Application – Pages 11
- Electricity Needs – Page 15
- Liability Release Form – Page 16

PAYMENT:

- Vendor Fee
- Electrical Fee (if applicable)
- Water Fee (if applicable)

OTHER:

- Certificate of Insurance
- Food Menu with Prices (Food Vendors Only)



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INFORMATION, RULES AND REGULATIONS FOR ALL VENDORS

WHAT: Ogemaw Hills Bike Week is a motorcycle rally held in West Branch, Michigan. Admission to the event is **\$65.00 (pre-ticket pricing) \$75 at the gate for the event.**

WHEN: This event will be open to the public on Wednesday, July 19 through Sunday, July 23. If you are a truck and/or trailer, make plans to arrive on Tuesday, July 18 or any time after that (more info concerning setup will be under SET UP section). The rally officially opens to the public at 9:00 a.m. on Wednesday, July 19 at the Ogemaw County Fairgrounds. Vendors should be prepared to open for business at noon on Wednesday. On Thursday, Friday, and Saturday, vendors should be open early in the morning until very late at night. Some vendors have found that being open 24/7 during the weekend is very profitable for them. The rally officially ends on Sunday July 23rd.

WHERE: The Ogemaw Hills Bike Week rally will be held at the Ogemaw County Fairgrounds located at 2300 Rifle River Trail in West Branch, MI.

SPACE ALLOCATION: Due to space constraints, vendors must fit within the booth area requested. Trailer tongues, trailer doors, awnings, signage, merchandise tables, cooking equipment, etc. must be within the footprint of the total booth area. If you do not fit within the requested area, you will be asked to modify your layout to fit within the space constraints, or forfeit your vendor space. If you request a specific lot and/or space, the OHBW Staff will make every effort to place you in the requested location. However, Ogemaw Hills Bike Week does not guarantee that you will be placed in the exact space, and all space assignments are the sole authority of the Ogemaw Hills Bike Week and/or its designee(s).

INSURANCE: Vendors will be required to provide Ogemaw Hills Bike Week with a **current** certificate of insurance, showing liability limits of no less than \$1,000,000 per occurrence for premise and operations liability, and naming Ogemaw Hills Bike Week as an additional insured. Certificate of Insurance (COI) should be sent with application.

DEADLINES: Vendor applications and deposit must be received by July 1. All applications received after July 1 will have no guarantee on acceptance. Vendors with incomplete applications as of July 1 may forfeit their previously reserved space, and spaces are subject to resale after this date. **The deadline for us to receive your final payment is July 1.** Note: If we have not received your total payment by July 1, we will resell your vendor space and you will lose your deposit. Your down payment must be paid in full when you send in your application. Remember to make a copy for yourself and mail the original back to Ogemaw Hills Bike Week, P.O. BOX 829, West Branch, MI 48661.



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REFUNDS: If you pay for a vendor space and find you are unable to attend the rally, and if you notify us prior to June 1 in writing, we will refund your full vendor fee within 30 days after the end of the event. If you notify us June 1 or later you will not be entitled to a refund for any of your paid vendor fees.

NOTE: Ogemaw Hills Bike Week does not guarantee sales during the event. Refunds will not be issued due to poor sales performance of your products/services. No refunds will be given due to inclement weather.

WEATHER: Ogemaw Hills Bike Week is an outdoor event and will be held rain or shine.

PROHIBITED ITEMS: Ogemaw Hills Bike Week has the sole authority to determine if a vendor has violated this policy, and if it is concluded this policy has been violated, the vendor will be removed for the remainder of the event without the refund of any of the vendor fee payment. **NOTE: NO STAKES CAN BE DRIVEN INTO ANY LOT WITHOUT APPROVAL FROM Ogemaw Hills Bike Week. PLEASE REMEMBER** Ogemaw Hills Bike Week reserves the right to refuse (prior to), OR remove during the event any vendor whose products, intentions, or attitudes are not compatible with the nature of the Ogemaw Hills Bike Week Motorcycle Rally. **Please discuss any questionable items in advance.**

ELECTRICITY: Electricity will be available. You will need to provide your own extension cords. If you can't use a GFI and you need to be hard wired, you need to include this information on your vendor application. We will need to know this information before the rally. Please contact Suzie T. as soon as possible at 989-326-0269

INTERNET: There is WiFi available but is NOT GUARANTEED! Internet connection is not controlled by Ogemaw Hills Bike Week in any way, shape or form.

CELL PHONE SERVICE: Ogemaw Hills Bike Week is not responsible for cell phone service. Depending on your carrier, you may or may not have service.

WATER: Is provided to food vendors **ONLY**. You will need to bring your own hoses. You are responsible for transporting gray water from your booth to the holding tank.

SALES TAX: Vendors will be responsible for paying any and all applicable state sales tax.

SECURITY: Official event security will be provided around the clock, Wednesday, July 19 - Sunday, July 23. Ogemaw Hills Bike Week is not responsible for lost or stolen property.

FIRE SAFETY: All vendors using tents will be required to use flame retardant tents according to the Michigan Fire Prevention Code. Also, ALL VENDORS must have one (1) Class ABC fire extinguisher per location – NO EXCEPTIONS. These rules will be enforced through inspections by the fire marshal. Also, propane tanks must be secured and/or fastened in place to prevent tampering or damage.



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VENDOR AREA: The vendor area has a designated area at the Ogemaw County Fairgrounds, when you check in someone will show you to your area. If you do not go through Ogemaw Hills Bike Week to rent these spaces you will not be considered an official Ogemaw Hills Bike Week vendor and will be removed from the Rally.

VENDOR CAMPING: On the website www.ogemawhillsbikeweek.com you will find listings of hotels, motels and campsites. You can also call the West Branch Visitor's Bureau at (800) 755-9091 or visit www.visitwestbranch.com. RV's or campers can be parked behind your vendor space if there is ample space, determined by a member of the Ogemaw Hills Bike Week Vendor Committee, if there is not enough space there are other camping spots near the vendor area that you may camp at if available.

VENDOR FEES: The price of a vendor space at Ogemaw Hills Bike Week is \$500 per 10' x 10' space.

TEAR DOWN: Check out time is approximately 12:00 p.m. Sunday, July 23rd. Please check out with a Ogemaw Hills Bike Week rental committee member.

Each vendor shall not dump anything on the location, including, but not limited to, waste, waste water, grease, trash, etc. If the vendor does, then they will be charged an additional lot clean up fee which will be determined by the board or its designee. If the vendor does not pay the additional lot clean up fee the vendor will be refused admittance to the event in future years.

HEALTH DEPARTMENT: Food vendors will have additional qualifications to meet according to the laws of the Michigan State Health Department. Your compliance with their regulations is mandatory to be a food vendor. **THEY WILL INSPECT YOU.** For info, contact District Health Department #2 at 989-345-5020.

FOOD VENDORS: All food vendors are required to post their prices during the event. **Additionally, food vendors must include a full menu with prices of items to be sold during the rally with their application.**

SET-UP FOR TENT VENDORS: All vendors will be responsible for set up and tear down of their own displays. There will be rally staff available to answer questions and/or help with problems that may arise.

RALLY NAME, LOGO AND ARTWORK: If you would like to use the rally name, Ogemaw Hills Bike Week, OHBW, or the logo, you must make us an offer in writing and include pictures of the merchandise the logo will appear on. However, Ogemaw Hills Bike Week reserves the right to deny anyone's request. **NOTE: Any unauthorized use of the rally name and logo, which includes altering the official logo or using the name Ogemaw Hills Bike Week in any form, will result in immediate confiscation of items, and merchandise will NOT be returned.**

PROBLEMS: If you have any problems or questions during the rally, please contact any Ogemaw Hills Bike Week committee member.

SPONSORSHIP: Our sponsorship program is an advertising promotional program. It allows you as a vendor great exposure opportunity for months leading up to Ogemaw Hills Bike Week. Sponsorship is what makes



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Ogemaw Hills Bike Week happen, and if you'd like more information on how to become a sponsor of Ogemaw Hills Bike Week, contact Kerry Klug at 989-312-1312 or via email at info@ogemawhillsbikeweek.com.

ACKNOWLEDGMENT OF RECEIPT OF ALL VENDOR RULES AND REGULATIONS

A signed copy of this Information, Rules and Regulations for Vendors must be returned to Ogemaw Hills Bike Week along with your application, acknowledging you have read said form, and agree to abide by all items therein. Failure to return a signed copy of this Information, Rules and Regulations for Vendors will result in your application being denied.

SUBLETTING: No vendor may sublet their space or any part of it without prior approval of Ogemaw Hills Bike Week.

CONTACT INFORMATION: The Ogemaw Hills Bike Week official mailing address is:

Ogemaw Hills Bike Week

PO Box 829

West Branch, MI 48661

PHONE: Jan Weiler: 989-313-1244

E-MAIL: zoi103@hotmail.com or info@ogemawhillsbikeweek.com

WEBSITE: www.ogemawhillsbikeweek.com www.facebook/ogemawhillsbikeweek

FINE PRINT: Ogemaw Hills Bike Week officials maintain the right to remove any vendor that is in violation of the policies and rules of Ogemaw Hills Bike Week. This includes, but is not limited to, laws of West Branch, Michigan, and the ethical conduct of vendor's representatives prior to and during the event.

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____



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OGEMAW HILLS BIKE WEEK FOOD VENDOR REQUIREMENTS

These requirements are to insure the safety of all those at the rally

BOOTH APPEARANCE

- A. **ALL FOOD MENUS MUST BE POSTED IN AN OBVIOUS PLACE WITH CLEAR VIEW OF PRICES**
- B. Display and cooking areas such as grill, deep fryers, corn-on-the-cob cookers, or any other cooking and serving equipment shall be protected from the public by a sneeze guard
- C. Off-site commissaries will need to be verified and must have been inspected by the local regulatory authority.
- D. Counters shall be constructed so that they are covered with an approved non-absorbent material.
- E. Food operations with adjoining BBQ facilities must have a pass-through window or door at the rear/side of the booth.
- F. BBQs must be located away from the public and adequately barricaded to prevent accidental contact.

FOOD HANDLING

Food Preparation

- A. All food handling and preparation shall take place within a food booth, except BBQ Grills
- B. All food must be stored and prepared in unit.
- C. Food contact surfaces must be smooth, easily cleanable and nonabsorbent (commercial cutting boards required).
- D. All food must be prepared inside the temporary structure.

Food Protection

- A. Condiments shall be in pumps or squeeze containers, or have self-closing covers or lids. Single-service packs are best.
- B. Ice used for refrigeration cannot be used in the preparation of beverages or other food.
- C. All food, beverage, and equipment shall be stored, displayed and served to assure protection from contamination.
- D. Live animals, birds or fowl are not permitted in food facilities.



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Temperature Control

- A. Cold food must be maintained at 41°F or below (potentially hazardous food).
- B. Hot food must be maintained at 140°F or above (potentially hazardous food).
- C. Food in storage must be protected from contamination. Cold food must have adequate amount of ice above the food.
- D. A probe or chef's thermometer must be available to monitor food temperatures.

Utensil and Hand Washing Facilities

- A. Wash utensils in clean water with detergent.
- B. Three compartment sink or three-bus tub type sink must be utilized. HOT WATER MUST BE AVAILABLE during operation.
- C. Sanitize with a bleach/water solution (1 tablespoon bleach per gallon of water).
- D. Provide a 2-gallon water container with a dispensing valve to leave hands free for washing, minimum 2-gallon wastewater container.
- E. Provide a soap dispenser and paper towels for hand washing in the same area as the hand washing water.

NOTE: There were concerns from patrons about the cleanliness of some of our vendors. This will be watched closely! Please, keep everything clean and safe for our visitors! Or you will be removed from the Rally. We cannot afford anyone affected by something as simple as cleanliness at our event!

WATER

- A. Water must come from an approved public water supply. Water will be made available to all food vendors.
- B. The health department must approve the water hoses carrying water.
- C. The water supply must be installed to preclude the backflow of contaminants into the potable water supply.
- D. You must bring adequate length of hoses. A 50' minimum length is suggested.



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WASTE GREASE

- A. All food vendors that have waste grease must dispose of the grease in accordance to State law.
- B. Adequate storage containers able to transport without spillage is required.
- C. All vendors will be responsible for transport to storage disposal area.

WASTEWATER

- A. Water and other liquid wastes, including beverage ice, must be contained in or drained into a leak-proof container.
- B. Dispose of liquid wastes into an approved sewage system or holding tank. Do not discharge onto the ground or into storm drains.
- C. Holding tanks will not be allowed to leak or surface on the ground at any time.
- D. A wastewater dump station will be available within a reasonable walking distance.
- E. All vendors will be responsible for transport to the gray water storage disposal area.

GARBAGE

- A. ALL FOOD VENDORS MUST BRING THEIR OWN TRASH CONTAINERS FOR USE IN BOOTHS.
- B. DISPOSAL IS THE RESPONSIBILITY OF THE FOOD VENDOR.
- C. ASSISTING IN TRASH PICKUP IS MANDATORY – CARRY OUT YOUR OWN TRASH AND HELP OTHERS!
Dumpsters will be available.

CLEAN-UP

- A. All food vendors will be required to check out with a designated member of staff before they leave the rally. (Suzie T. or Frank)
- B. Food Vendors' sites will be checked out again in the light of day to verify the adequate clean up procedures have been followed.



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OGEMAW HILLS BIKE WEEK 2015 FOOD VENDOR APPLICATION
(REMEMBER TO READ THE INFO FOOD VENDORS REQUIREMENTS)

Ogemaw Hills Bike Week works to ensure that everyone has the safest time at the rally and that food provided during the event meets state regulations. All food service vendors must comply with State Food Code. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of both licensed and temporary food service establishments. The Ogemaw Hills Bike Week Food Vendor Program works closely with the Michigan Department of Health to insure that our vendors follow all state laws. **Health inspectors will be on location.** All State licensed facilities are required to submit a copy of a current Food Service License and a copy of the last inspection. Unlicensed vendors and Temporary Transitory Food Service Vendors will be required to obtain an opening inspection and a temporary food service permit from ADH prior to any food product being prepared or served. The permit will be required to be a vendor.

Food Vendor Types allowed to operate during Ogemaw Hills Bike Week

1. **State of Michigan Mobile Food Service** a mobile food service establishment holding a current State of Michigan Food Service Permit
2. **Unlicensed Mobile Food Service** a mobile food service establishment that does not hold a current State of Michigan Food Service Permit
3. **Temporary Transitory Food Service** a temporary structured Food Service Operation

TYPE OF FOOD SERVICE VENDOR:

- STATE OF MICHIGAN LICENSED MOBILE FOOD SERVICE
- UNLICENSED MOBILE FOOD SERVICE
- TEMPORARY TRANSITORY FOOD SERVICE

LAST INSPECTION DATE (MDDHS LICENSED): _____

PHOTO SUBMITTED: ___ YES___ NO

WASTEWATER STORAGE TANK CAPACITY: _____

TEMPORARY TRANSITORY FOOD DIAGRAM (FILL IN DIAGRAM BELOW)

ADDITIONAL TYPE SPECIFIC INFORMATION MUST BE INCLUDED (WHERE APPLICABLE)

SUBMIT FULL MENU WITH 2015 PRICING _____

(Menu items may be limited or rejected per our request)



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STATE OF MICHIGAN LICENSED MOBILE FOOD SERVICE

- Submit copy of current valid food service license.
- Copy of most current inspection conducted prior to application.
- Storage capabilities of wastewater holding tanks.
- Include in application the required electrical connections

UNLICENSED MOBILE FOOD SERVICE

- Submit photograph of unit and any structure necessary to be operational (i.e. Smokers, refrigeration etc.)
- Storage capabilities of wastewater holding tanks.
- Include in application the required electrical connections

TEMPORARY TRANSIT FOOD SERVICE

- Submit photograph of booth completely set up
- Include booth details in full diagram form below.
- Include in application the required electrical connections

Must have appropriate paperwork from District Health Department #2- Ogemaw County

Ogemaw Hills Bike Week reserves the right to vendor elimination and/or menu editing in order to avoid menu duplication and promote more variety for our visitors.

Also, new this year, if you will be selling food from a mobile unit we will have set hours and DHD#2 regulations will be met! This will also be a set number of vendors allowed to do this and this too will be at a request first come first serve with a paid in full contract.



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Booth Sketch: ON THE NEXT PAGE

A. Draw in the location and identify all equipment including hand wash facilities, dish washing facilities, ranges, refrigerators, and worktables, food/single service storage, etc.

B. Describe floor, walls, and ceiling surface: _____



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OGEMAW HILLS BIKE WEEK
FOOD VENDOR SPACE APPLICATION

(REMEMBER TO READ THE INFO, RULES AND REGULATIONS FOR ALL VENDORS)

NAME OF BUSINESS: _____

NAME(S) OF OWNER/CONTACT PERSON(S): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

TAX ID NUMBER: _____

TYPE OF GOODS/SERVICES TO BE
SOLD/EXHIBITED*: _____

REQUESTS/SPECIAL NEEDS: _____

If you desire a certain location we will do our best to accommodate your request; however, we make no promises and Ogemaw Hills Bike Week reserves the right to change a vendor's location for unavoidable reasons. We absolutely will not reserve or hold any location without first receiving your completed application and full payment of your vendor fees, electrical and/or water, and cleanup deposit.

Ogemaw Hills Bike Week reserves the right to refuse (prior to) OR remove during the event any vendor whose products, intentions, or attitudes are not compatible with the family-oriented nature of the Ogemaw Hills Bike Week Motorcycle Rally. Please discuss any questionable items in advance.



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ELECTRICITY NEEDS*: Please be specific or our electrician will blow his fuse!

Amperage	Volt	Amperage	Volt
20 amp	120vt	120 amp	220vt
30 amp	120vt	130 amp	220vt
20 amp	220vt	140 amp	220vt
30 amp	220vt	150 amp	220vt
40 amp	220vt	160 amp	220vt
50 amp	220vt	170 amp	220vt
60 amp	220vt	180 amp	220vt
70 amp	220vt	190 amp	220vt
80 amp	220vt	200 amp	220vt
100 amp	220vt		

1. If you are running 110 but use a certain splitter which really makes it 220, or if you can't use a GFI and you need to be hard wired, contact Kerry Klug at 989-312-1312 or via email at info@ogemawhillsbikeweek.com.

2. What amp breaker do you need?

3. Truck size: (bumper to bumper)

4. Trailer size: (tongue to tailgate)

5. How much frontage do you need?

6. Tent size: **(NO STAKES)**

7. If tent, do you need to unload from a truck and/or large trailer in front of your vending space? YES NO

* Extra electrical needs may carry an additional charge.



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LIABILITY RELEASE FORM

FINE PRINT: This is not a binding contract until signed and approved by Ogemaw Hills Bike Week. You will be notified of acceptance at the contact information that you have provided above. An application for space and its acceptance constitutes a contract to use the space assigned. Each vendor acknowledges his/her agreement to all the rules set forth by Ogemaw Hills Bike Week. No refunds due to inclement weather will be made.

LIABILITY RELEASE: We the undersigned do hereby submit our application for consideration for reservation of display space for Ogemaw Hills Bike Week. We agree to abide by the rules and regulations set forth by Ogemaw Hills Bike Week and will indemnify and hold Ogemaw Hills Bike Week harmless from all costs, losses, damages, or expenses including expense of litigation, and attorney’s fees, resulting from any person or property arising out of any act of omission of vendor or his employees or other representatives. Vendor is required to furnish Ogemaw Hills Bike Week representatives with evidence that vendor has insurance in force with a reputable insurer, including coverage (with limits approved by Ogemaw Hills Bike Week) against contractually assumed liability. Ogemaw Hills Bike Week, its officers, agents, members or volunteers shall not be held responsible for any loss or damage due to theft, fire, accident or act of God, but will use reasonable care to protect the vendor from such loss.

IMPORTANT: Vendor will be required to provide Ogemaw Hills Bike Week with a current certificate of insurance, showing liability limits of not less than \$1,000,000 per occurrence for premise and operations liability, also naming Ogemaw Hills Bike Week as an additional insured. Certificate must be received by June 1.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

SIGNATURE: _____