



Wings Over Northern Michigan Gaylord Airshow Vendor Guidelines

Space and Fees:

Vendor fees for 2017 are \$250.00 for a standard 12' X 12' space. Booth fee is due in full by 31 May 2017. Any vendor who has not submitted payment for Wings Over Northern Michigan fees by that time may lose their spot and the vacancy will be filled from our stand-by list of vendors. Additionally, the Wings Over Northern Michigan Committee reserve the right to accept or reject any application, regardless of number of applications received or availability of space, for any reason without cause.

Signage:

All Vendor booths/tents/space on the airport **MUST** have a clearly posted, attractive sign designating your company/organization, type of food being served and your full menu with prices. Or identify the type of merchandise being sold. Please insure that these signs are professional in appearance; no hand written signs allowed. Minimum sign size is 12" wide by 24" tall.

Menus:

Your application for the 2017 Wings Over Northern Michigan participation **MUST include your complete menu, including prices.** Your proposed menu and prices will be considered in the selection process, as we strive for quality items and affordable prices. As in past years, Wings

Over Northern Michigan may ask you to modify and/or eliminate certain items from your proposed menu prior to your acceptance for the Wings over Northern Michigan event.

Please note: If you are selected for the 2017 Wings Over Northern Michigan Airshow, you cannot change your approved menu and/or prices without prior written approval from the Wings Over Northern Michigan, in no case later than 1 June, 2017.

Beverages:

All Wings Over Northern Michigan can sell carbonated soft drinks and water **BUT** must be purchased from the airshow. Fountain Soda Drinks are also allowed **IF** dispensed into an unmarked container/cup. You may sell other drink items like tea lemonade and so on. Please contact us to clarify if you have a drink product you would like to sell at your booth.

Tents:

If you are using a tent, it must be no larger than 12' X 12' and be able to be set up on pavement or grass. No stakes will be allowed under any circumstances in pavement. Vendor move in will begin on Friday before the event at 2:00 PM. Special arrangements can be made to set up later.

Electrical Devices:

Your application **MUST** list every electrical device that you intend to use in your food booth; Wings Over Northern Michigan reserves the right to limit your electrical usage. There is an additional fee of \$50.00 if you need to use airport electric utilities.

Refrigerated Trailers:

Self generated refrigerated trailers will be allowed on the airport during the Wings Over Northern Michigan event but placement of trailers must be approved prior to event. Trailers may not be near the vendor booth. In some cases with prior arrangement the refrigerator can be allowed next to booth

Trash Management:

It is the responsibility of each Wings Over Northern Michigan vendor to keep their space clear of all debris and garbage. This includes the disposal of all trash and garbage. Please do **NOT** use the trash receptacles placed around the field, these are for the convenience of your customers. Under no circumstances should any items be left behind your space for others to pick up. All boxes should be broken down and hauled away by each food vendor. **For your convenience, a commercial trash receptacle/dumpster is located in the parking lot of the terminal building. You are expected to haul your trash to this dumpster.**

Participation Requirements:

All participants must be businesses or service clubs **AND** must be businesses in good standing with the community. Tear down can begin no sooner than 4:00 PM Sunday. Transporting materials off the field cannot begin until after the airshow is complete. Under absolutely no conditions are vehicles allowed on the field during show times.

Hours:

Wings Over Northern Michigan vendors must be open from Saturday 9:00 AM to 4:00 PM and on Sunday from 9:00 AM until 4:00 PM or until the airshow is complete.

Health Department:

All **food booths** must adhere to all local health department rules and regulations, including the purchase of a temporary food permit.

To: Food-related businesses and Service Clubs

From: Wings Over Northern Michigan

Subject: Annual Wings Over Northern Michigan, Gaylord Airshow 17, 18 June, 2017

The annual Wings Over Northern Michigan Airshow is scheduled for 17 and 18 June, 2017. Enclosed you will find the 2017 vendor application form. If you are interested in participating in this year's event, please fill in ALL information on the form and return it to the Gaylord Regional Airport with your booth payment check made out to **Wings Over Northern Michigan Gaylord and send to P.O. Box 1396 Gaylord, Michigan 49734.**

Please note: Space is limited on the field, so receipt of your application does not ensure your acceptance to the event, even if not all spaces are utilized. Participation in the event is determined by many factors, including – but not limited to – the appeal of your product(s) to Wings Over Northern Michigan Gaylord committee. All decisions by the Wings Over Northern Michigan Gaylord Committee are final.

Attached are the Wings Over Northern Michigan Gaylord Food Vendor Guidelines. Please review them carefully. If you have any questions contact us at 989-732-4218

I have read and agree to abide by the Wings Over Northern Michigan Gaylord Guidelines. I understand that I am responsible for my booth/tent/space equipment and for arranging for insurance and providing a copy of that insurance to Wings Over Northern Michigan Gaylord during my participation at Wings Over Northern Michigan. I further understand that I am

responsible for purchasing the proper health department permits. I also understand that I am responsible to collect applicable Michigan sales tax on my sales. I understand that submission of this application does not ensure selection to participate in the 2017 Wings Over Northern Michigan Airshow and the selections made by the Airshow committee are final.

Signature _____ Representing: _____

Return to:

**Gaylord Regional Airport
Wings Over Northern Michigan, Gaylord Airshow
P.O. Box 1396
Gaylord, Michigan 49734**

**2017 Wings Over Northern Michigan Gaylord Airshow
Food/Merchandise Vendor Application**

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ TAX ID# _____

FAX: _____ EMAIL: _____

_____ Yes, we're interested in space for \$250.00 fee, if available. Add extra \$50.00 if power is needed (Booth/tent/space fee is \$250.00 for each 12' X 12' space) Electricity \$50.00 extra.

PROPOSED MENU ITEMS WITH PRICES (attach additional sheet if necessary)

Item:

Price:
