



DEARBORN HOMECOMING FESTIVAL 2023 VENDOR VILLAGE APPLICATION

The Dearborn Homecoming 2023 Vendor Village is an artisan and community resource market dedicated to highlighting the creativity and philanthropic work of makers and non-profits from the greater Dearborn area.

Please read carefully and complete our application below. Vendor Village space is limited and vendors are encouraged to submit completed applications as early as possible. Selected vendors will be notified by no later than May 1, 2023.

Please email completed applications or questions to Jon Golich, Assistant Director of Parks & Recreation, at jgolich@dearborn.gov

HOMECOMING 2023 DATES AND TIMES:

Friday, August 4, 2023, 12:00 – 11:00 p.m.

Saturday, August 5, 2023, 12:00 – 11:00 p.m.

Sunday, August 6, 2023, 12:00 – 11:00 p.m.

All vendors must commit to remaining open from the hours of 12:00 PM to 10:00 PM.

PARTICIPATION DETAILS & FEES:

Vendors must commit to all three (3) days of the festival. The festival will take place rain or shine.

Merchandise Vendor
(10' x10" Booth) - \$500

Non-Profit Organization - Information only, must provide proof of 501(c)(3) status
(10' x 10' Booth) - \$250

If needed, electrical hookups will be available for an additional fee. Pricing details will be provided to selected applicants upon confirmation.

FESTIVAL RULES AND GUIDELINES

1. Proof of general liability insurance, including product liability insurance, with a minimum value of \$1,000,000 (one million dollars) is required. Your insurance provider must complete the certificate as follows:

The description MUST EXACTLY state:

"The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the city and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn".



The certificate holder must list:

City of Dearborn
16901 Michigan Avenue
Dearborn, MI 48126

If a complete certificate is not on file, you will not be permitted to operate your booth and all deposits and fees will be forfeited.

3. All on-site vendors require an I-Chat authorization from the Dearborn Police Department (further instructions will be sent upon selection).
4. Each assigned space must be left in the same condition in which it was found. All waste must be disposed of properly. If not, the vendor will be responsible for compensation to the City of Dearborn in the amount required to return the area to its original condition.
5. The decision to cancel the Dearborn Homecoming Festival due to inclement weather during the event will be made by the City of Dearborn Festival Director. If canceled, the City of Dearborn will not be held responsible for any cost(s) or loss of potential earnings incurred by operators. However, in the event of a full cancellation of the Dearborn Homecoming Festival, remaining fees will be refunded.
6. Vendors will be responsible for transporting items to and from their booth space. No vendor transport or cart service will be provided by the festival. That said, **ABSOLUTELY NO** vehicles will be permitted to move through festival grounds during festival hours. A load-in and load-out schedule will be provided if your application is approved. Failure to comply with this schedule may result in the immediate forfeiture of your vendor privileges.



Please provide all contact details below:

Name of Contact Individual:

Company/Organization:

Address:

Address 2:

City:

State:

ZIP/Postal Code:

Email Address:

Phone Number:

Vendor Type:

Non-Profit

Artisan / Merchandise



MARKETING REQUIREMENTS

Please attach your logo to your application email for website and marketing use. Logos will only be used if your application is selected.

Please provide a one paragraph description of your organization or merchandise for our website and include any social media handles you use and / or your website url.

RELEASE/BOOTH REGULATIONS

I hereby release and discharge, The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, sponsors, voluntary associations, and any other units operating under the jurisdiction of the city and within appointment of its operating budget including the City of Dearborn from any responsibility, personal liability claims, loss, or damage arising out of or in conjunction with my participation in the Dearborn Homecoming Festival. The City of Dearborn and all operating units will not be responsible for any injury sustained by a vendor and its employees or guests while within the space designated.

I hereby apply to be a vendor and agree to abide by the rules and regulations outlined in this application. If your application is accepted, you will hear from one of our team members to sign our contract and receive additional details.

Name of Business:

Contact:

Email:

Date:

