



## FOOD CONCESSION APPLICATION

All food concessionaires wishing to sell food at the Michigan Challenge Balloonfest must complete this application and return it to the Howell Area Chamber of Commerce, 123 E. Washington Street, Howell, MI 48843 on or before March 4, 2024.

### SECTION I

CONCESSION NAME \_\_\_\_\_ SALES TAX # \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ TFU# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

### SECTION II

FOOD TO BE SOLD \_\_\_\_\_

SIZE OF CONCESSION: FRONTAGE (serving side) \_\_\_\_\_ FT HEIGHT \_\_\_\_\_ FT DEPTH \_\_\_\_\_ FT

### SECTION III

#### GENERAL RULES AND REGULATIONS

1. All food vendors must have valid Livingston County Health Department Permit/Certificate. Inspections will be made upon arrival and throughout event.
2. Vendors must comply with fire department regulations. Inspections will be made of all vendor facilities.
3. Vendors must provide a valid certificate of liability insurance, naming the Howell Area Chamber of Commerce as additional insured, with this application. Vendors WILL NOT BE ALLOWED TO SET UP until insurance certificate is received by the Chamber or the Michigan Challenge Committee.
4. The Michigan Challenge Committee will assign booth location. Once assigned, movement will not be permitted.
5. For insurance purposes, vendors are prohibited from using motorized vehicles throughout the Michigan Challenge Balloonfest site.
6. Vendor will supply proper power cords subject to Fire Marshall approval – minimum 200 feet.
7. Vendors will supply proper sanitary water hose, connections and check valve. Hose must be at least 200 feet.
8. Vendors will supply no less than two (2) large refuse containers and empty as needed. Disposal of waste must be in appropriate containers.
9. Carbonated soft drinks and single serve beverages sold MUST be Pepsi products. No other carbonated or single serve beverage signs, cups, napkins, etc. may be displayed.
10. Vendors must place an initial order of how much product they will need over the weekend and submit one week prior to the event (no later than June 20th). These amounts can be revised and vendors will only be charged for what they purchase during the weekend
11. Pepsi staff will deliver product to vendors on Friday afternoon, June 23rd (time TBD) and will be onsite Saturday and Sunday 8:00-11:00am to take orders/ deliver product and collect funds from vendors.
12. Payment is due at time of product delivery. Checks are to be made out to Howell Area Chamber of Commerce.
13. There will be NO REFUND of booth fees.
14. Vendor must provide picture of booth with this application.
15. Vendor must park and travel in designated areas only.
16. Vendors must be open, ready to serve by 4 p.m. Friday until the close of activities Sunday. Vehicles must be moved to parking lot.
17. Vendors must sell goods only from their concession area. No hawking. No public address systems.
18. One-half of the Vendor fee must be paid with this application. Balance of fees must be paid by April 26, 2024.
19. Overnight camping on the premises of the Howell Public Schools, site of the Michigan Challenge, is not allowed.
20. Smoking is not allowed on school grounds.
21. Consumption or promotion of alcoholic beverages, foul language, violation of stated rules or other actions deemed inappropriate by the Michigan Challenge Committee will be cause for immediate removal from premises and denial of future participation in the event.
22. Michigan Challenge Balloonfest Committee, its sponsors, members and participants, assume no liability for loss or damage to a vendor's wares or property. Every precaution will be taken to guard against loss or damage, but the vendor hereby waives any claim for loss or damage to his/her property.
23. Supply/storage trucks must be parked in the north Highlander Way parking lot during the day. Please bring a wagon or hand truck to restock. ONLY THE ACTUAL FOOD BOOTH IS ALLOWED IN YOUR SPACE.
24. Vehicles may be driven into the dining area between 7:30 and 8 a.m. for restocking. Vehicles must be moved by 8 a.m.

AGREED TO BY \_\_\_\_\_ FOR (COMPANY NAME) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT ENCLOSED \_\_\_\_\_ (See fee schedule on back)

## FEES

The Michigan Challenge Committee will do its best to accommodate your space request in the food court. Located north of Howell High School Freshman Campus in the dining/entertainment area located east of Highlander Way Middle School. Vendors should include a check for one half the vendor fee with application. The balance must be received by the Howell Area Chamber of Commerce by April 26, 2024. Please make all checks payable to the Howell Area Chamber of Commerce.

Please check what features are needed by or apply to your concession and total at the right and below:

_____ A. 12 foot wide space; depth is no more than 16 feet commercial vendor space without electric service \$525	\$ _____
_____ B. Each additional frontage foot more than 12 feet ( _____ extra feet @ \$50 per foot)	\$ _____
_____ C. 110 volt, 50 amp maximum electric service.....	\$100 \$ _____
_____ D. 220 volt, 50 amp maximum electric service.....	\$200 \$ _____
PREMIUM BOOTH SPACE ADDITIONAL (yellow).....	\$450/booth space \$ _____
PRIME BOOTH SPACE ADDITIONAL (pink).....	\$300/booth space \$ _____
Are you a member of the Howell Area Chamber of Commerce? (IF SO, DEDUCT \$75).....	(-\$75) \$ _____

BOOTH SPACE INDICATED ABOVE IS ALL THE SPACE YOU WILL RECEIVE. PLEASE RESERVE ENOUGH SPACE FOR SIDE TRAILERS LINES, TRAILER TONGUES, ETC.....

### ELECTRICAL

**\*\*Vendors are required to bring their own extension cords\*\***

Please indicate how many plugs/outlets you will need \_\_\_\_\_

For reference, this is the electrical panel that will be used for all food vendors.



FEE TOTAL \$ \_\_\_\_\_

**½ FEE ENCLOSED WITH THIS APPLICATION**

\$ \_\_\_\_\_

**BALANCE DUE APRIL 29, 2024** \$ \_\_\_\_\_

### **SIZE OF CONCESSION**

In order to properly locate your concession, please indicate proper width and depth of your concession. **IMPORTANT NOTICE: Your size includes any extended awnings and/or trailer tongue. Concessions are aligned next to each other so we cannot allow for any vairance beyond amount requested.**

DEPTH OF CONCESSION (in feet)

MAXIMUM IS 16 FEET

\_\_\_\_\_ FEET

Serving side of Concession in feet \_\_\_\_\_

Will you be bringing any umbrella tables to the event to set up near you? \_\_\_\_\_ If so, how many are you bringing \_\_\_\_\_

### **HEALTH DEPARTMENT LICENSE PRE REGISTRATION IS AS FOLLOWS:**

Upon receipt of your paid application, the committee will forward your name and address to the Livingston County Health Department. You are required to have a valid health department license in advance of setting up. PLEASE NOT: It is the responsibility of the vendor to be aware and comply with all health department rules.

APPLICATION CHECK LIST: Booth size indicated on both sides of this application \_\_\_\_\_ Serving side indicated \_\_\_\_\_

Electric requirements indicated \_\_\_\_\_ Picture enclosed \_\_\_\_\_ Insurance Certificate enclosed \_\_\_\_\_



# HOWELL AREA FIRE DEPARTMENT

## FIRE MARSHAL DIVISION

1211 W. Grand River Ave. • Howell, Michigan 48843  
Phone (517) 546-0560 • Fax (517) 546-6011 • [firemarshal@howellfire.net](mailto:firemarshal@howellfire.net)

### 2024- Application for Mobile Food Vehicles - 2024

Name of Business Owner \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

#### **This Vehicle has the Following Fuel and Cooking Operations**

- |   |   |                                     |                                      |
|---|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Propane (LPG)              | <input type="checkbox"/> Compressed Natural Gas (CNG) | <input type="checkbox"/> Generator  | <input type="checkbox"/> Solar       |
| <input type="checkbox"/> Stove                      | <input type="checkbox"/> Oven                         | <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Hood System |
| <input type="checkbox"/> Automatic Fire Suppression |   |                                     |                                      |

Email: \_\_\_\_\_

Website: \_\_\_\_\_

License Plate: \_\_\_\_\_

Year Built \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

Vehicle Insurance Policy Number \_\_\_\_\_

Vehicle Insurance Provider \_\_\_\_\_

**This application is valid for the current calendar year and a new application shall be submitted for each calendar year. An initial fire safety inspection shall be completed prior to any operation within the Howell Area Fire Authority (HAFA) each calendar year. The initial fire safety inspection shall not prevent the HAFA from conducting follow up inspections to verify compliance.**

By signing below, I \_\_\_\_\_ affirm that all the above to be true and correct. Further, I am the responsible party for all safe operations to be conducted in the Mobile Food Vehicle listed and doing business within the Howell Area Fire Authority, Livingston County, Michigan. I shall abide by all directions within the scope of the Fire Code for the Howell Area Fire Authority, the International Fire Code, and Michigan Mechanical Code, as adopted.



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### 2022 Mobile Food Vehicles Requirements for Food Trucks and Trailers:

1. All trucks and enclosed trailers that produce grease laden vapors must have a Type 1 hood. Hoods shall be subject to cleaning and inspection. IFC 609.2, IFC 609.3.3, IFC 609.3.3.1
2. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past twelve months OR a receipt of purchase within the last 12 months shall be available for inspection. IFC 901.6, 906.1, 906.5, 904.11.5 (cooking), 904.11.5.2 ("K"), 6108.2 (LPG), NFPA 10-10
  - a. Vehicles using a liquid or gas fuel source shall have a minimum 2A20BC fire extinguisher. Vehicles using a solid fuel source shall have a minimum of a 6L Class K fire extinguisher for solid fuel.
  - b. Vehicles that have a deep fat fryer shall have a 6L Class "K" rated fire extinguisher. IFC 904.11.5.2
  - c. In all vehicles it is recommended that there be a 2A20BC and a 6L Class "K" type located within or attached to the vehicle. IFC 904.11.5
3. Vehicles shall have a current health department inspection.
4. Vehicles using Liquefied Petroleum Gases for operations shall comply with IFC Chapter 61, and NFPA 58-11.
5. Only rubber hose stamped "Approved for LP Gas" used from tank to the attached black pipe that is secured to vehicle shall be used to transport gas through vehicle to appliances. Copper piping shall NOT be used. IFC 6103.1, NFPA 58 – 5.9.6.4 and 6.9.6 and NFPA 96 – B.19.6
6. LPG pressure relief valves shall be located within a safe distance away from any ignition source (open flame or generator). 6104.3 (e2) (i.e. 5 feet)
7. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material with letters 2" high at minimum.
8. A "No Smoking" sign next to or directly above the propane container and visible to the public. Such sign shall be posted with a minimum of 2 inch lettering. IFC 310.3, 6107.2
9. Shall be equipped with a working LPG (propane) leak detector according to NFPA 1192-6.3.3.
10. Rear mounted DOT approved LP tanks must be mounted above and in front of the DOT approved rear bumper.
  - a. ALTERNATIVE: A maximum of two 30 gallon tanks built to ASME code and DOT standards for mounting under carriage to rails and side wall venting. If under carriage type is used, plans for such must be submitted and reviewed by the HAFD Fire Marshal Division for approval.
11. All automatic fire extinguishing systems shall be inspected by a servicing company every 6 months and properly tagged to indicate such. IFC 904.11.6
12. Generator operation sound level shall be less than 70 decibels at 15 feet
13. Generator exhaust shall not cause a nuisance during event.
14. Refer to other sections of this document as applicable

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_