



**Brighton's Holiday Glow and Christmas Market  
Contracted Food Vendor Application**

**Saturday, November 18<sup>th</sup> 2023, from 1:00 to 7:00PM**  
**Rain or Shine!**

**APPLICATION AND PAYMENT DEADLINE: September 1, 2023**

**Applications will be frequently reviewed and accepted. Limited spaces are available, and only completed applications will be accepted. Get your app in early!**

One application per booth request please.

**Business Name:** \_\_\_\_\_

**Michigan Sales Tax #:** \_\_\_\_\_

**Contact Person (First & Last Name):** \_\_\_\_\_

**Contact Person Best Phone Number:** \_\_\_\_\_

**Contact Person On-Site Phone Number (if different):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State & Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**FOOD VENDOR SPACE OPTIONS (please choose one):**

☐ 12'x20' space = \$200

☐ 12'x30' booth space = \$350

☐ *Please add an additional 15ft of booth space = \$150*

**BOOTH DETAILS (Size of concession):**

Frontage (serving side): \_\_\_\_\_ feet

Depth: \_\_\_\_\_ feet

**Are you:**

- ☐ **Food Truck** (vehicle which you will drive in and cook/serve out of that is not pulled by another vehicle)
- ☐ **Food Trailer** (pulled by a vehicle that will be removed from the street)
- ☐ **Tent Booth** Please see below for Fire Code.

### **Brighton Fire Code**

Mobile food preparation and operations equipped with fuel-fired, solid-fueled, or electric appliances that produce smoke or grease-laden vapors shall be conducted within an enclosed approved mobile food preparation vehicle (truck or trailer). Cooking equipment that produces grease-laden vapors shall be provided with a Type-1 kitchen exhaust hood protected by an automatic wet chemical fire extinguishing system. Exception: This does not apply to enclosed solid-fueled pizza ovens, solid-fueled grills, or solid-fueled smokers when provided an enclosed firebox and a lidded cooking surface.

All cooking operations not producing grease-laden vapors or smoke, but producing only steam are permitted to be located outside a mobile food preparation vehicle but shall be located beneath a protective canopy such as a fire-resistant tent, umbrella, or roof. Examples would be steam tables, boilers, rice makers, etc.

All mobile food preparation vehicles and operations are subject to inspection by the Brighton Area Fire Authority and Livingston County Health Department. The fire inspection shall take place at least one week prior to an event and the health inspection the day of (typically) the event. Once both inspections have been approved, operations will be permitted to commence. If either inspection fails, the vehicle shall vacate the premise until both inspections are successful.

**For food trucks/trailers - Do you serve out of the driver or passenger side of your vehicle (please circle): DRIVER SIDE PASSENGER SIDE**

**Are you planning to bring a smoker (please circle): YES NO**

### **POWER REQUIREMENTS:**

Please note, per the Brighton Area Fire Department, **generators are not allowed.**

One (1) 110v electrical outlet is allocated to each food vendor.

- ☐ **Yes, I will need my allocated 110v electrical outlet**
- ☐ **No, I will not need my allocated 110v outlet**

**Please note additional electrical requirements below (extra charges will apply):**

Additional 110v outlets required: # \_\_\_\_ @ \$25 each = \$\_\_\_\_

220V/30 Amp\* hookups required: # \_\_\_\_ @ \$35 each = \$\_\_\_\_

220V/50 Amp\* hookups are very limited. If you require a 50 Amp, indicate here ☐ Cost is \$50

**\*The 220/30 Amp and 220/50 Amp connections look like the below images. If your connection is different, you will need a converter.**



**220/30 Amp Outlet. Requires this connection.**



**220/50 Amp Outlet. Requires this connection.**

*Electrical requirements will determine final location. Only those outlets noted on original application will be available for your use during the event. In order to be fair to all vendors, no exceptions and no special accommodations will be made at time of set up. **All vendors must supply their own power cords and a minimum of 200 ft.***

#### **HEALTH DEPARTMENT LICENSING:**

Are you currently licensed to operate? ☐ Yes ☐ No

If yes, what type of license do you have?

- ☐ Special Transitory Food Unit (STFU) ☐ Temporary Food Establishment (TFE)  
☐ Mobile Food Truck ☐ MDARD (State License) ☐ Fixed (location, store front) ☐ Cottage Food

***A copy of your license is required in order to complete your application. All vendors must file all necessary paperwork with the Livingston County Department of Public Health within seven (7) business days of application or your spot will be forfeited.***

*Not sure if you are licensed properly? Please contact the **Livingston County Health Department** at **517.546.9850** for more information.*

#### **HOW DO I GET LICENSED?**

- Food service license applications are available at the Livingston County Health Department website: [www.lchd.org](http://www.lchd.org) under Food Protection
- Temporary Food Service info and application available:
- <https://www.livgov.com/health/eh/Pages/temporary-food-establishment.aspx>
- Temporary Food License Fees: There are fees for *each* booth or location.  
<https://www.livgov.com/health/eh/Pages/food-service-fees-2015.aspx>
- Credit card authorization form:  
<https://www.livgov.com/health/eh/Documents/Permits/EH-Credit-Card-Authorization.pdf>

**LIABILITY INSURANCE :**

**Do you have liability insurance?** ☐ Yes ☐ No

*All vendors must add the Greater Brighton Area Chamber of Commerce (218 E. Grand River Ave. Brighton, MI 48116) and the City of Brighton (200 N. First Street Brighton, MI 48116) as additional insured on your liability insurance. Please reference the "Additional Insured Guidelines" page on our website for details.*

***A copy of your certificate is required once accepted. Insurance docs need to be received NO LATER THAN June 30.***

**SPECIAL NOTES AND REQUESTS:**

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**PAYMENT REMITTANCE:** Three payment options are presented below. Please choose one.

**All checks should be made out to the Greater Brighton Area Chamber of Commerce and sent to the Chamber with Attn: Linda Carey at 218 E. Grand River Ave. Brighton, MI 48116. Applications and supporting documents with credit card info may also be sent to [LINDAC@brightoncoc.org](mailto:LINDAC@brightoncoc.org).**

**Option 1:** ☐ Enclosed are two checks - one for **Application Fee (\$25)** and a second for **Booth Fee(s)** for \_\_\_\_ booth(s). Checks should be made payable to the Greater Brighton Area Chamber of Commerce.

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**Option 2:** ☐ Please charge **\$25 Application Fee** and \$\_\_\_\_\_ **Booth Fee(s)** for \_\_\_\_\_ # of booth(s) to my credit card. My card information is below.

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**FOR CREDIT CARD PAYMENTS:**

☐ VISA ☐ MasterCard ☐ Discover ☐ AMEX

Card # \_\_\_\_\_ EXP Date: \_\_\_\_\_

Verification Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Is address associated with your card the same as the one entered on page 1 of this document? ☐ Yes ☐ No If no, please list billing address here:

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**APPLICATION CHECKLIST:**

***Payment and all documentation is due with application unless otherwise noted. Please ensure all relevant boxes have been checked before submitting your application/documents/payment.***

☐ A COMPLETE menu is attached

☐ A valid sales tax license is attached

☐ Current photo(s) of booth/truck/trailer set-up is enclosed. Front, side and rear images are requested

☐ **If you are a STFU** - A copy of your Livingston County Health Department license. Please initial here \_\_\_\_\_ to indicate that you filed a Notice of Intent. Date filed \_\_\_\_\_.

☐ **All others** - It is your responsibility to notify the Livingston County Health Department to let them know that you are planning to participate in this event. This must be done within seven (7) business days of your application or your spot will be forfeited. **A copy of your license is required no later than JUNE 1<sup>st</sup> in order to complete your application.** Date contacted \_\_\_\_\_.

☐ APPLICATION FEE (\$25) is included.

☐ BOOTH FEE is included. Booth fees will be processed at time of acceptance. All payments returned due to insufficient funds will result in forfeiture of your space until all payments and associated fees have been received.

☐ A valid and current certificate of insurance naming the Greater Brighton Area Chamber of Commerce (218 E. Grand River Ave. Brighton, MI 48116) and the City of Brighton (200 N. First Street Brighton, MI 48116) as additional insured (certificate holder) is attached. If not attached, I will submit my certificate no later than June 30.

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I have read, understand and agree to the terms of the Contracted Food Vendor Information Sheet and Application.

Agreed to by (printed name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete **entire** application and submit payment (checks should be made payable to the Greater Brighton Area Chamber of Commerce) along with required documents to:

Greater Brighton Area Chamber of Commerce  
ATTN: Linda Carey  
218 E. Grand River Ave  
Brighton MI 48116

**APPLICATION DEADLINE September 1, 2023**