

LOWELL



LOWELL AREA CHAMBER OF COMMERCE

Dear Prospective Vendors,

Our eyes are already focused on Riverwalk Festival 2017! Thousands visited our festival last year and we are again expecting a wonderful turnout. This year the festival will take place Thursday, July 6th through Saturday, July 8th, 2017.

We are requesting that food vendors be available for serving on Friday, July 7th from 5:00 pm to 9:00 pm and Saturday, July 8th from 10:00 am to 5:00 pm.

This is the main fundraiser of the year for the Chamber, raising the monies needed to operate the Chamber and hold events valuable to the community. Food vendors will give the Chamber 15% of gross sales.

Again this year, the Chamber has an exclusive on water. We are partnering with a service organization for the sale of water on the Grilling & Chilling on Avery Street. If you wish to offer water, you may purchase it from the service organization and offer at your booth with no mark-up and no 15% to the chamber. There will be no returns for unsold water. You will need to indicate on your application if you want to take advantage of selling water.

Vendors are responsible for applying for and purchasing their own food license. If you do not take this measure you will be in violation and could be fined or asked to leave. Please call the Health Department with questions regarding your food booth and food preparation at 616-632-6900. The application is available online at: https://www.accesskent.com/Health/FoodServices/pdf/Fillable_Temporary_Food_License_Application.pdf I will remind you that this is a task that needs to be done soon, the later you wait the more it may cost.

The Food Booth Application is available at www.riverwalkfestival.org, under the Grilling & Chilling tab. Please fill out and return by email to mmcclure@grcc.edu or fax to 616- 897-9101 by April 21st, 2017.

Vendor selection will be made based on past history, food variety, and special needs. We only have so much room available, therefore we try very hard not to duplicate food to ensure great sales for all vendors. You will be notified by email of selection by the beginning of May.

Vendors may setup on Friday, July 7th between 8:00 am - 4:00 pm. Food booths need to be ready for Health Department inspections before the festivities begin on Friday evening at 5:00 pm.

Please return by April 21st, 2017 or before! Feel free to call me if you have any questions or concerns that we should discuss prior to the festival. We look forward to another successful festival!

Sincerely,

Misty Anderson

Misty- Concessions Chairperson
Lowell Area Chamber of Commerce
Cell: 616-293-6891 Fax: 616-897-9101
mmcclure@grcc.edu

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Phone (616) 897-9161
E-mail info@lowellchamber.org - Web Site www.lowellchamber.org



**2017 Grilling & Chilling on Avery Street
RIVERWALK FOOD BOOTH APPLICATION**

Email to: mmcclure@grcc.edu or FAX to: 616-897-9101

- Exhibit areas about **9' x 18' width/depth increments, or one parking space**. Please keep this in mind as you detail the size of your booth below. We reserve the sole right to assign spaces. You will be notified of your booth space when you arrive at Riverwalk.
- Designated Vendor Parking is provided and **MUST** be used.
- Booths must be fully set up when Riverwalk begins at **5:00 PM Friday, July 7th**.
Advertised hours are: July 7th, Friday, 5PM – 9PM & July 8th, Saturday 10AM – 5PM
- **Firm Application deadline: May 1st, 2017**

ORGANIZATION/BUSINESS NAME: _____

ADDRESS: _____

BOOTH CHAIRPERSON: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE _____

EMAIL ADDRESS: _____

PLEASE CHECK APPROPRIATE BOXES

- Would like to offer water purchased from service organization. Please contact me to discuss.
- Friday serving from 5:00 PM to 9:00 PM
- Saturday serving from 10:00 AM to 4:00 PM
- Box must be checked to reserve a Water Hook-Up. Please bring your own food grade hose.
- Box must be checked to reserve your electric service. Please bring your own heavy duty extension cord(s).
120Volt – 20 Amps - Number of Plugs Required: _____
240Volt – 60Amps (Special Plug Required) – Number of Plugs Required: _____
Be specific. You will not be allowed any additional electrical than listed here

PROPOSED COOKING EQUIPMENT FOR USE AT FESTIVAL (i.e. CHARCOAL GRILL, GAS GRILL, ETC.)
& SPECIAL REQUIREMENTS OF YOUR BOOTH. _____

BOOTH SIZE: (NOTE: Width requirement is the amount of space you require along where customers will walk. You will have 18' depth of working space.) Feel free to draw your layout below.

**Note please let us know if you are using a tent/tables or food truck/wagon structure and what side you prefer to serve out of.*

Width: _____ x Depth: _____

