

# 2009 Non-Profit Opportunities

A program of Paint Creek Center for the Arts  
September 11-13, 2009  
Rochester Park • Rochester, Michigan  
[www.ArtandApples.com](http://www.ArtandApples.com) • (248) 651-4110



# 2009 Art & Apples Festival

## September 11, 12, and 13, 2009

### Rochester Park • Rochester, Michigan

#### **ABOUT THE 44<sup>th</sup> ANNUAL ART & APPLES FESTIVAL**

Paint Creek Center for the Arts (PCCA) is seeking food vendors to participate in the 2009 Art & Apples Festival. The Festival is Michigan's second largest juried fine arts fair and is part of Sunshine Artist Magazine's TOP 30 festivals in the nation! Held annually on the weekend following Labor Day in Rochester's 30-acre Park, the Art & Apples Festival includes fine art exhibitors, a variety of food, live entertainment, and free kids art activities. As a non-profit itself, PCCA prides itself on creating opportunities for other area non-profit organizations through the festival. All non-profit organizations receive great exposure as over 125,000 festival-goers attend the event each year. Non-profits are also noted in the official event guide (quantity: 70,000), radio and television interviews as applicable, and related press releases.

#### **OPPORTUNITIES**

##### **Non-Profit Food Vendor - DEADLINE: April 27, 2009**

PCCA provides your organization with a space in one of two food courts in the park for the sale of food and beverages as approved by PCCA. All for-profit and non-profit vendors are selected by a jury process. Location will be determined by overall footprint needed including tents and other equipment. **NEW FOR 2009**, festival-goers will purchase tickets in order to buy goods from all food vendors (see application for additional details). Organizations are responsible for obtaining proper licensing from the Oakland County Health Department and renting their own equipment needs including tents, tables, and chairs.

##### **Non-Profit Merchandise Vendor - DEADLINE: June 5, 2009**

**\$150 fee** to PCCA provides your organization with one 10x10 space in the park to sell non-art related products as approved by PCCA. PCCA does not take commission on sales. Organizations are responsible for renting their own equipment needs including tents, tables, and chairs. Organizations must be present during all festival hours, cannot include any audio presentations from their booth, cannot distribute balloons, and will be assigned a space as determined by PCCA in its sole and absolute discretion.

##### **Non-Profit Gate Workers - DEADLINE: June 5, 2009**

PCCA provides **5% of the gross donations** equally among the organizations participating as gate workers. Your organization members will be trained by PCCA to help collect donations at each festival entrance gate. Gate workers (two members minimum at each gate) courteously solicit donations from festival-goers through scheduled shifts throughout the weekend.

#### **APPLICATION DEADLINES**

Non-Profit Food Vendor: April 27, 2009

Non-Profit Merchandise Vendor: June 5, 2009

Non-Profit Gate Workers: June 5, 2009

Dates/Times of Festival: Friday, September 11, 2009 4 PM – 7:30 PM  
Saturday, September 12, 2009 9 AM – 7:30 PM  
Sunday, September 13, 2009 9 AM – 4 PM

#### **INSTRUCTIONS**

1. Please fill out the appropriate attached application and return to Paint Creek Center for the Arts via mail or fax only.

Mail: Art & Apples Festival, 407 Pine Street, Rochester, MI 48307  
Fax: 248-651-4757

**QUESTIONS?** Contact Karen Cuthbertson, Festival Director at 248-651-4110 or Karen@pccart.org.

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## NON-PROFIT FOOD VENDOR APPLICATION

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### ▶ NEW ◀ TICKET SYSTEM

In an attempt to increase efficiency and eliminate issues with cash, security and paperwork, PCCA has instituted the following procedure for food vendor sales.

- ▶ New for 2009, festival-goers will purchase tickets in order to buy goods from all food vendors.
- ▶ Vendors will need to price items in \$1.00 increments, as each ticket will have a value of \$1.00.
- ▶ Vendors will be responsible for submitting collected tickets at the end of each day to designated festival staff.
- ▶ PCCA will count and verify the number of tickets each evening and provide payment to Vendors for 80% of the day's ticket sales at the beginning of the following day. Sunday ticket sale payments will be available to be picked up at PCCA Monday, September 14, 2009 after 10:00am or will be mailed.

### ART & APPLES FOOD VENDOR POLICIES

- If selected, PCCA will have final determination of approved menu items.
- If selected, vendors MUST remain open during all hours of the festival.
- If selected, vendors MUST abide by all rules, regulations and requirements provided in the acceptance package including the NO SOLICITATION rule. Vendors must remain within the confines of the assigned booth space and may not solicit festival attendees near the booth nor throughout the park.
- If selected, vendors will be responsible for all necessities including, but not limited to: tents, tables, chairs, water, health licenses, etc. PCCA will make electricity available for additional fees.
- Note: PCCA discourages the use of trailer units.

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**Please complete the following application and return to PCCA via mail or fax only by April 27, 2009.**

Mail: Art & Apples Festival • 407 Pine Street, Rochester, MI 48307 • Fax: 248-651-4757

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*Please print clearly.*

Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Type of Food/Cuisine: \_\_\_\_\_  
(i.e. Italian, Mexican, Chinese, Soul food, BBQ, Steakhouse, Fine Dining)

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax-exempt 501(c)3 Number: \_\_\_\_\_  
(NOTE: A valid 501(c)3 number must be provided to be considered a "non-profit food vendor")

Estimated Number of Volunteers: # \_\_\_\_\_ FRIDAY # \_\_\_\_\_ SATURDAY # \_\_\_\_\_ SUNDAY

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I prefer to be contacted by:  Phone  Cell  E-mail  Mail

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*Non-Profit Food Vendor Application Continued on Next Page...*

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## NON-PROFIT FOOD VENDOR APPLICATION

Please provide a preliminary list of food and beverage menu items, with customer pricing, that you would be featured at the festival if selected. ALL ITEMS MUST BE PRICED IN \$1.00 INCREMENTS. *Please print clearly.*

Note: Efforts are made to avoid duplication of food and beverages, PCCA will have final determination of approved menu items. We LOVE to see apple related products!

Menu Item	Size (oz.)	Price (\$)
<i>Example: BBQ Sandwich</i>	16oz.	\$5.00
1.)		
2.)		
3.)		
4.)		
5.)		
6.)		
7.)		
8.)		
9.)		
10.)		

### Booth Space Request

Please check one box that will accommodate your total footprint including space needed inside and outside of your tent (i.e. tables, cooking units, grills, etc). **Note: PCCA discourages the use of trailer units.**

- |   |   |
|---|---|
| <input type="checkbox"/> I am interested in a 40' w X 20' d<br><input type="checkbox"/> I am interested in a 30' w X 20' d<br><input type="checkbox"/> I am interested in a 20' w X 20' d | <input type="checkbox"/> I am interested in a 20' w X 10' d<br><input type="checkbox"/> I am interested in a 10' w X 10' d<br><input type="checkbox"/> Other: _____' w X _____' d |
|---|---|

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**Please complete the above application and return to PCCA via mail or fax only by April 27, 2009.**

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

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## NON-PROFIT MERCHANDISE VENDOR APPLICATION

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**\$150 fee** to PCCA provides your organization with one 10x10 space in the park to sell non-art related products as approved by PCCA. PCCA does not take commission on sales. Organizations are responsible for renting their own equipment needs including tents, tables, and chairs. Organizations must be present during all festival hours, cannot include any audio presentations from their booth, cannot distribute balloons, and will be assigned a space as determined by PCCA in its sole and absolute discretion.

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**Please complete the following application and return to PCCA via mail or fax only by June 5, 2009.**

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Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax-exempt 501(c)3 Number: \_\_\_\_\_

(NOTE: A valid 501(c)3 number must be provided to be considered a "non-profit vendor")

Estimated Number of Volunteers: # \_\_\_\_\_ FRIDAY # \_\_\_\_\_ SATURDAY # \_\_\_\_\_ SUNDAY

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**I prefer to be contacted by:**  Phone  Cell  E-mail  Mail

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Please provide a preliminary list merchandise items, with customer pricing, that you would feature at the festival if selected. Only non-art related items will be considered.

1.) \_\_\_\_\_ 5.) \_\_\_\_\_

2.) \_\_\_\_\_ 6.) \_\_\_\_\_

3.) \_\_\_\_\_ 7.) \_\_\_\_\_

4.) \_\_\_\_\_ 8.) \_\_\_\_\_

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

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## NON-PROFIT GATE WORKER APPLICATION

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PCCA provides **5% of the gross donations** equally among the organizations participating as gate workers. Your organization members will be trained by PCCA to help collect donations at each festival entrance gate. Gate workers (two members minimum at each gate) courteously solicit donations from festival-goers through scheduled shifts throughout the weekend.

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**Please complete the following application and return to PCCA via mail or fax only by June 5, 2009.**

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Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax-exempt 501(c)3 Number: \_\_\_\_\_

(NOTE: A valid 501(c)3 number must be provided to be considered a "non-profit vendor")

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**I prefer to be contacted by:**  Phone  Cell  E-mail  Mail

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My organization is available to work the following days of the festival, if selected, and will have a minimum of two members at the gate throughout the day:

- Friday, September 11 (3pm-8pm)
- Saturday, September 12 (8am-8pm)
- Sunday, September 13 (8am-6pm)
- My organization is interested in working two or more gates

How often does your organization meet and where? \_\_\_\_\_

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