

ARMADA AGRICULTURAL SOCIETY  
VENDOR GUIDE & CONTRACT

# ARMADA FAIR



*Est. 1872*

A TRUE COUNTRY FAIR

Armada Agricultural Society  
74280 Fair Street P.O. Box 507, Armada, Michigan 48005  
P: 586.784.5488 | F: 586.784.9723 | E: [office@armadafair.org](mailto:office@armadafair.org)



# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

## 2024 VENDOR GUIDE & CONTRACT

### EVENT

152<sup>ST</sup> Armada Fair

Monday, August 12, 2024 | **8:00AM – 11:00PM** | Country Concert @ 8:30PM

Tuesday, August 13, 2024 | **8:00AM – 11:00PM** | Monster Trucks @ 7:00PM

Wednesday, August 14, 2024 | **8:00AM – 11:00PM** | Demolition Derby @ 7:00PM

Thursday, August 15, 2024 | **8:00AM – 11:00PM** | Figure 8 & Bump & Run @ 7:00PM

Friday, August 16, 2024 | **8:00AM – 11:00PM** | Super Kicker Rodeo @ 7:00PM

Saturday, August 17, 2024 | **8:00AM – 11:00PM** | Tractor & Truck Pulls @ 12:00PM

Sunday, August 18, 2024 | **8:00AM – 8:00PM** | Tractor & Truck Pulls @ 12:00PM

### LOCATION

Armada Fair | 74280 Fair Street, Armada, MI 48005

P: 586.784.5488 | F: 586.784.9723 | E: [office@armadafair.org](mailto:office@armadafair.org)

### VENDOR HOURS

Monday, August 12, 2024 | **10:00AM – 10:00PM**

Tuesday, August 13, 2024 | **10:00AM – 10:00PM**

Wednesday, August 14, 2024 | **10:00AM – 10:00PM**

Thursday, August 15, 2024 | **10:00AM – 10:00PM**

Friday, August 16, 2024 | **10:00AM – 10:00PM**

Saturday, August 17, 2024 | **10:00AM – 10:00PM**

Sunday, August 18, 2024 | **10:00AM – 7:00PM**

### VENDOR EXPECTATIONS

- All applications are reviewed and approved by the concessions committee.
- Your space must be attended by you or a designee the entire week of the fair.
- Vendor contract is non-refundable upon signed contract.
- All vendors are expected to be at their booths by 10:00AM.
- Vendors are prohibited from soliciting outside their dedicated booth space.
- We do not offer item and category exclusivity. When applying please be aware that there may be other vendors selling/promoting similar or the same items/products. The Fair is not held responsible and this will be your choice as a vendor choosing to apply anyway.

Armada Agricultural Society

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### CHECK-IN

- Upon arrival at the Armada Fair Grounds, please check into the Armada Fair Office. The office is located off of Fair Street. At this time, an employee will greet you and lead you to your booth location. You'll receive your badges and other information at this time.
- Vehicles will be brought in to the venue on a first come-first serve basis to unload. Venue staff will coordinate vehicle movement and do so in a manner that ensures safety. Please be patient with this during the move in process or we will ask you to cart in your items.
- Contract, full payment and insurance due **MAY 31ST OR SPOT WILL BE FORFEITED.**

### LOAD-IN TIMES

- Saturday, August 10 & Sunday, August 11
- 8:00AM – 8:00PM
- Please enter through the 24 hour gate off of Main Street. See attached map in this packet for more information and locations.
- Vehicles must be parked in the Public Parking lot by 8:00AM Monday, August 12.
- Vehicles are prohibited on the grounds during the operating hours of the Armada Fair.

### LOAD-OUT TIMES

- Sunday, August 18 @ 7:00PM (**CARRY OUT ONLY!**)
- Monday, August 19 @ 8:00AM
  - Please enter through the 24 hour gate off of Main Street. See attached map in this packet for more information and locations.
  - Vehicles & vendor materials must be off the grounds by 5:00PM.
  - Vendors that leave items behind will not be considered for future fairs and may be subject to financial penalty.

### LABOR

- Vendors shall provide their own labor to set up, unload and dismantle. Vendors must also provide their own dollies and carts to do so.

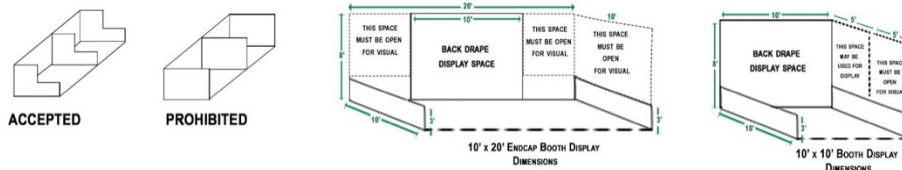


# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

## 2024 VENDOR GUIDE & CONTRACT

### SPACE REQUIREMENTS

- All exhibit space – indoor and outdoor – is leased for the entire run of the Armada Fair (7 days) on a per booth basis and may not be resold or leased to any other person/business/organization without notification and approval.
- Rental Includes Vendor Space:
  - 14 x Adult Admission Tickets
  - 14 x Daily Parking Pass
  - Vendors and their workers must present a ticket, wristband and/or parking pass otherwise entry will not be granted to the fairgrounds or parking lot.
- The Vendor shall not permit their exhibit to obstruct the view of an adjoining Vendor's space, nor permit such exhibit to be operated in any manner objectionable, in the opinion of the Fair, to adjacent or surrounding Vendors.
- Nothing in the front portion of your booth (or within 5' of the front) may exceed the height restriction.
- No EZ up/pop up tents allowed indoors!
- Each 10 x 10 indoor booth comes with: an 8' foot back drape and 3' side drape.
- The Armada Fair reserves the right to assign booth locations, location preference is a request and never a guarantee.



### SPACE PRICING

- Standard space rate for a 10'x10' = \$4.00 per sq. ft./per week = \$400.00
- Non-Profit space rate for a 10'x10' = \$2.00 per sq. ft./per week= \$200.00
- If a larger space is required, the committee will measure your space and calculate the rate.
- The Armada Fair reserves the right to audit the dimensions of vendor space after set-up, and to charge vendors for square footage populated beyond the figure stated in the contract.



## 2024 VENDOR GUIDE & CONTRACT

### ELECTRICAL/INTERNET/F.O.G.

- Electrical, Internet, and FOG is NOT included in the booth space.
- If you are in need of electrical or FOG please fill out the request on the form.
- Internet is not provided on the Armada Fair Grounds.
- Food Vendor F.O.G. Fee \$25.00 | Electricity Over 15 AMPS \$50.00

### ELECTICAL GUIDELINES

- No cords allowed on the ground in foot traffic areas or under carpet.
- Cords without a ground are not permitted.
- All cords must have 3 prongs and may not be damaged.
- Fusible cord strips must be used in any multi plug situation.
- No cube taps are allowed.
- Any display that uses water must have a G.F.I.
- We have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of the fair and checks every booth & trailer to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.
- Per the rules, here are the electrical requirements:
  - These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs. Multi-plug cords can only be used if they have a fused breaker.



- Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords.



Armada A

74280 Fair Street P.O. Box 507, Armada, Michigan 48005



# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

## 2024 VENDOR GUIDE & CONTRACT

### INSURANCE

- Each Contractor/Lessee shall obtain and keep in force until completion of the "project," including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than \$1,000,000 each occurrence. The contractor shall provide a certificate of insurance to the Armada Agricultural Society evidencing such coverage within ten days of the signed contract. Such Contractor/Lessee shall name Armada Agricultural Society as an Additional Insured.
- Vendors may purchase a Rider of Liability from the Armada Fair for an additional \$100.00.
- We will need a copy of this before move in. You will not be allowed to move in if we do not have your insurance on file. Please see a sample below.

**ARMADA FAIR**  
**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY):

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS ON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AND EXPLICITLY OR IMPLICITLY COVER, AFFORD, OR DENY THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE CERTIFICATE HOLDER AND ANY INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER	CONTRACT NAME:	DATE (MM/DD/YYYY):
	PHONE (P.O. Box, Ext):	FAX (P.O. Box, Ext):
	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

REMARKS	TYPE OF INSURANCE	INSURER (Basic, NAIC)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$ 250,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (If not covered) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED. EXP. (Per person) \$ 10,000
						PERSONAL & ADV. INJURY \$ 250,000
						GENERAL AGGREGATE \$ 500,000
						PRODUCTS - COMP/OP AGG. \$
						\$
	SEV. AGGREGATE LIMIT APPL. PER POLICY					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCL <input type="checkbox"/> LDC					
	AUTOMOBILE LIABILITY					COMBINE SINGLE LIMIT (If applicable) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS					BOODY INJURY (Per person) \$ 250,000
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					BOODY INJURY (Per accident) \$ 500,000
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS					PROPERTY DAMAGE (Per accident) \$ 50,000
						\$
	UMBRELLA LIAB. <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB. <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> COB <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STAT. (BY LIMITS) (OTH. LIT)
	ADV. PROHEMIORETIARUM/EXECUTIVE OFFICER/INSURER EXCLUDED? (Mandatory in MI)	Y/N	N/A	Statutory Policy		EL EACH ACCIDENT \$
	If yes, describe info DESCRIPTION OF OPERATIONS below.					EL DISEASE - EA EMPLOYEE \$
						EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Regarding the Michigan Safe Fair on (Dates), BoCo Enterprises, TBOON, LLC, Epoch Events, The Packard Co. Suburban Collection, their agents and their employees have been named as additional insureds in respects the liability of the named insured. The Certificate Holder is included as Additional Insured for General Liability. Waiver of Subrogation. (primary and non-contributory wording) is included.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Michigan State Fair A Private Entity, LLC 46100 Grand River Ave. Novi, MI 48374	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)      THE ARMADA FAIR IS A SERVICE OF THE ARMADA AGRICULTURAL SOCIETY CORPORATION. All rights reserved.



# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

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### CLEANLINESS GUIDELINES

- The cleaning personnel will remove all bulk trash, crates, pallets, and packing materials/ lumber prior to the initial show opening and following move out.
- They will empty trash containers and small trash cans placed in the aisles by Vendors during the non-open hour cleaning.
- It is the responsibility of the Vendor to mark any cartons, literature, and similar items they wish to save.
- The Armada Fair and its employees are not responsible for removing unmarked materials as trash.
- We take the appearance of our buildings and grounds seriously, and to keep our facility in top shape we must have your cooperation.
- All Vendors/Exhibitors/Concessionaires are responsible for keeping their booth and area immediately adjacent to them clean and trash free.
- Each night immediately after closing, each booth should be thoroughly cleaned.
- For security reasons, cleanup crews are not permitted to enter or clean the inside of any booth, concession, ride, or game; this is your responsibility.
- If an exhibit or concession requires cleanup (other than at night after closing), the persons manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles.
- All waste water will be disposed of properly by using a holding tank.

### FLIES

- Please note that due to the unique situation of having everyone and everything under one roof including the animal exhibits that there will be flies.
- The flies will in certain instances leave specking on merchandise and in rare circumstances can cause damage. Please be aware and take preventive actions and precautions to protect your merchandise and equipment as we will not be responsible for any damage caused.

### SOUND/NOISE

- It will be loud surrounding your booth depending on your location and/or the surrounding activities.
- Amplified sound is not permitted. A second warning will result in removal of the sound apparatus from the exhibit and termination.



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### PARKING

- Parking lots are available on a first come-first served basis and each booth will receive 14 x Daily Parking Pass.
- All Vendor vehicles must have the proper parking pass prominently displayed when accessing the parking lot.
- All vehicles must be parked in legitimate, clearly marked standard parking spaces. Parking in fire lanes, in front of marked exits, on islands, or any other non-paved areas will not be permitted at any time.
- The Armada Agricultural Society reserves the right to tow, at owner's expense, any vehicle improperly parked on its site without prior notification. No overnight parking of any vehicle, truck, trailer etc. will be allowed.
- Vehicles are prohibited on the grounds during the operating hours of the Armada Fair.

### BADGES & TICKETS

- Tickets and parking passes will be available for pickup during move-in.
- Each booth will receive 14 x Adult Tickets & 14 x Daily Parking Passes
- These tickets are only valid to enter the fairgrounds and cannot be used to park a vehicle.
- Security will not allow individuals without the proper credentials to enter through certain areas.
- Vendor is responsible to staff booth and provide adequate parking and ticketing for any and all employees.
- Tickets and parking may not be sold! If you are caught selling tickets, badges, or parking your contract will be terminated immediately.

### VEHICLES ON DISPLAY

- Vendors who will have a display vehicle in the exhibition hall within their booth must adhere to the following:
  - Disconnected battery, less than 1/8 of a tank of gas, locked or taped gas cap





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### INSPECTION

- The Armada Agricultural Society reserves the right to inspect all cartons, packages, containers or coolers brought in or out of the facility at any time.

### SECURITY

- It is to the benefit of the Vendors/Exhibitors to have their booths properly manned.
- Security in the booths is the responsibility of the Vendors/Exhibitors.
- The Armada Agricultural Society will in no way be responsible for the property of the Vendors/Exhibitors/Concessionaire.
- Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Vendors/Exhibitors.
- Vendors/Exhibitors may want to purchase insurance against loss or damage.
- We will have Security on-site throughout the entire duration of the Fair. However, the Armada Agricultural Society is not liable for items stolen or taken from your booth space.

### TOBACCO, E-CIGARETTES, MARIJUANA

- Smoking/vaping is not permitted in or under any structure on the fairgrounds.
- The Fair prohibits any sale of item(s) or accessories and messaging related to tobacco, e-cigarettes, vapes, and marijuana.

### FOOD & BEVERAGE

- Outside alcohol is strictly prohibited from the Armada Fairgrounds, includes all indoor and outdoor areas.
- There are a variety of food options within the vicinity.
- This event will be serving alcohol during active event hours.
- Vendors will be allowed to bring a sandwich in a brown paper bag or inside of a small (personal size) insulated lunch bag or lunch box sized "cooler." Coolers will be inspected before entry onto the grounds.
- Our current policies do not allow vendors to bring food into the facility from fast food restaurants such as pizzas, hamburgers or sandwiches for more than two people.



# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

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### FOOD SAMPLING

- Those sampling foods will need to acquire the appropriate license from the Michigan Department of Agriculture.
- Contact the Michigan Department of Agriculture phone: (800) 292-3939 or email: [MDA-Info@Michigan.gov](mailto:MDA-Info@Michigan.gov)
- Please note that the MDA will be onsite daily during the Fair, if you have not acquired the proper licensing in advance, they will offer you the option of suspending sampling or an on the spot inspection with payment due immediately.
- The only form of payment MDA will accept on-site is check or money order; if you do not have these types of payments, they will suspend your sampling/service.
- If you plan to sell any type of food item, you must receive prior approval from the Armada Agricultural Society.
- All food product and sampling items need to be stored in your booth space, please allocate enough space to ensure the storage of your products.
- If you have any questions related to the food and beverage options or policies, please contact us at (586) 784-5488 or [office@armadafair.org](mailto:office@armadafair.org)

### SIGNS & TAPE

- All signage used by exhibitors must be professionally made. This includes the required company and / or organization booth identification signs.
- Handwritten signs, of any type, are NOT allowed.
- All signs and banners must be hung only by authorized personnel unless hung within booth space and display guidelines.
- At no time will Vendors be allowed to adhere anything to the walls or columns.
- Vendors will be strictly prohibited from using any unauthorized style of tape or adhesive substance within the facility, including the "show floor".
- Absolutely no tape will be allowed on the walls & columns, and only the specific, acceptable types are allowed on the floors. **Duct tape, plastic double-sided tape, and masking tape are strictly prohibited!**
- Only cloth backed, carpet tape will be allowed.
- Do not pin any items to drapes surrounding booth space!
- Any damage caused by the use of unauthorized adhesive substances will be billed to the one who has caused the damage.



## ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

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1. Each Contractor/Lessee shall obtain and keep in force until completion of the "project," including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than \$1,000,000 each occurrence. The contractor shall provide a certificate of insurance to the Armada Agricultural Society evidencing such coverage within ten days of the signed contract. Such Contractor/Lessee shall name Armada Agricultural Society as an Additional Insured.
2. Hold Harmless/Indemnification: Contractor/Lessee shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the "project." Contractor/Lessee shall INDEMNIFY, SAVE AND HOLD HARMLESS Armada Agricultural Society and its employees, agents, and volunteers from and against all liability, loss, damages, claims, costs, and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost, or expense arising from the "project."
3. The Lessor assumes no liability for loss or damage to any property of the Lessee "from any cause". The Lessee, his/her employees, and agents herein agree to cover by insurance, all goods and property brought to, or upon the grounds of the Lessor. Lessee further agrees to hold and save said Lessor harmless from suit or civil action in case of damage or loss of any kind or character to said property, from suit or civil action to recover damages or loss to other persons or property brought to or upon the grounds of the Lessor, said loss or damage occurring as a result of, or in connection with, the operation and conduct of this exhibit of the Lessee or his assignees.
4. Decorations and other materials used in exhibits shall be of a non-flammable or fire-resistant material and shall conform to the fire regulations of the State of Michigan, ordinances of the Village of Armada, and the rules of the Lessor.
5. Wiring and electrical installations, electrical cords, etc., must be of sufficient capacity for the load carried and must conform to the rules of the State of Michigan, the Village of Armada and the rules and regulations of the Lessor. The proper personnel of the Lessor and the Fire Inspector of the Village of Armada must approve all installations by individuals and/or contractors. No alterations are permitted after such approval. Plugging two or more appliances or other electrical devices into a single cord or outlet is strictly prohibited. Bulbs or other heat producing fixtures or devices must not be placed in close proximity to walls, ceilings, or combustible material. Cutting in or wiring into the electrical circuits of the Lessor is prohibited beyond the actual plugging in of lights or appliances into the outlets provided. Fire inspectors, authorized electricians, and the Lessor shall have full authority to eliminate any hazardous or unsafe conditions without notice to the Lessee.
6. Equipment or displays causing excessive noise WILL NOT be permitted. Operation of sound equipment, movies, television, radio, etc. shall not be permitted when Lessor determines such operation is obnoxious or encroaches upon the rights of others.



## ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

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7. If barriers are placed on midways or inner roads, no vehicles shall be allowed inside such areas, nor can deliveries by car or truck be made beyond such barriers. Exhibitors found guilty of removing or damaging such barriers shall be subject to forfeiture of contract.
8. No solicitations or advertising is permitted outside the actual location of the exhibit. Passing out literature, advertising, or placing signs in aisles or walkways is prohibited.
9. Lessee agrees to leave the premises and property covered by this agreement in the same condition as when he/she takes possession. This constitutes structurally or otherwise of buildings or property. Any alterations structurally or otherwise of building or property, including electrical installations made without the consent of Lessor, shall be deemed a violation of this agreement.
10. All deposit money for the space will be retained if the lessee fails to fulfill, violates, or cancels space.
11. All charges for lessee space shall be paid in full with US dollars by the date specified in the contract. Lessee agrees that the Armada Fair, sponsors, and their agents, representatives, cannot guarantee lessee that exhibiting at the Armada Fair any financial gain to lessee organization, nor can they guarantee attendance at the Armada Fair.
12. No refunds will be made if lessee space is unused or partially used.
13. Exhibitor hereby waives any and all claims against Armada Agricultural Society, Armada Fair, sponsors, their employees, agents, or representatives, relating to any loss, theft, damage, or destruction to its property, and from any and all claims for personal injuries relating to its operation of lessee space at the Armada Fair. It is recommended that lessee take precautionary measures of their own to secure and safeguard property. Further, lessee assumes entire responsibility, and hereby agrees to protect, defend, and hold harmless the Armada Agricultural Society, Armada Fair, sponsors, their employees, agents, or representatives, against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or in connection with lessee's installation, removal, maintenance, or use of space.
14. Compliance with Facility Rules and Regulations. The lessee agrees to abide by all rules and regulations of the Armada Agricultural Society. All rules and regulations are on file in the general office of the building. No "E-Z Up" tents are allowed without the express written permission. Advertising materials or signs of entities or people, other than those who have engaged space with the Armada Fair, are prohibited. Lessee must be present at all active hours outlined. All lessees must wait to dismantle spaces until outlined time. Show management will appreciate being informed of any infraction of this rule.



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15. Lessees are responsible for providing all equipment necessary for their space. Motion picture projectors and other equipment must conform to state and city fire regulations. Electrical wiring must conform with state and local fire codes. Loud speakers, radios, television sets, or the operation of any machinery or equipment shall be subject to Armada Fair's discretion. Tables or platforms on which any monitor or equipment is placed cannot exceed a height of 42 inches. All display décor shall be fire retardant before entering into the space.
16. The Armada Agricultural Society has the right to refuse a lessee on the grounds of non-compatibility with the event, the absolute right to select whom may exhibit, and the absolute right to regain possession of any space for any reason whatsoever. Unethical conduct, uncooperative behavior, infraction or rules, sexually oriented material, or safety hazards deemed potentially dangerous to persons or property shall subject the lessee to dismissal. No refunds shall be given in the event of dismissal for a violation of any rules and regulations. Only registered lessees will be admitted. All agents and representatives of lessee must register.
17. The Armada Agricultural Society has the right to change the time and floor plan of the Armada Fair. Lessee must be present during all active hours of the fair, this includes the day before the opening of the fair.
18. Lessee shall not assign, sublet, or apportion the whole or any part of its assigned space. Nor shall lessee allow any other organization or person within their own space without written consent. Lessee shall not assign or transferred its rights or privileges under this contract.
19. All lessees are required to comply with any and all federal, state, and local laws, rules, and regulations and to obtain any applicable licenses or permits (including, but not limited to, sales tax, raffles, etc.). Lessee is hereby charged with knowledge of all such laws, ordinances, and regulations pertaining to health, fire prevention, and public safety, while participating in the Armada Fair and agrees to comply with said laws.
20. Lessee agrees to pay when due any and all royalties, license fees, or other charges accruing or becoming due all royalties, license fees, or other charges accruing or becoming due to anyone by reason of any music, either live or recorded, or other entertainment of any kind or nature, played staged or produced by the lessee, its agents, employees, or representatives, within the space. Lessee shall assume all costs and expenses arising from the use of patented, trademarked, or copyrighted material, equipment, devices, processes, or dramatic rights, used during or incorporated during the Armada Fair by Lessee, and agrees to protect, indemnify, defend, and hold harmless, Armada Agricultural Society and their respective agents, representatives, and assigns, from any damages, costs, or expenses relating to lessees activities at the Armada Fair. Lessee authorizes Armada Agricultural Society to use Lessee's name and/or likeness to promote the Armada Fair and to solicit other exhibitors for the Armada Fair and future events.

Armada Agricultural Society

74280 Fair Street P.O. Box 507, Armada, Michigan 48005

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## ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

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21. Armada Agricultural Society, their agents, or representatives shall not be liable for the fulfillment of this contract as to delivery of space if non-delivery is due to any of the following causes: by reason of facility being destroyed or damaged as to reasonably not be usable for the Armada Fair, acts of god, strikes, authority of law, or for any other reason beyond control.
22. Lessee agrees that Armada Agricultural Society has, and consents to, authority to settle all disputes regarding issues not covered by this contract. All such disputes shall be brought to Armada Agricultural Society's attention immediately. Lessee agrees to abide by Armada Agricultural Society's resolution of said issue.
23. Lessee, its agents, or representatives shall be held jointly, collectively and individually responsible for any and all debts incurred for all payments, exhibit costs, fees, or charges, due under this Contract.
24. Each Lessee is expected to deal honestly and fairly with the public and any attempted fraud, deception or misrepresentation will be considered sufficient cause for revoking the Vendors/Exhibitors/Concessionaire contract.
25. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated.
26. No drinking alcoholic beverages in concession, games, and/or where rides are permitted.
27. No smoking in Vendors/Exhibitors/Concessionaire booths or trailers.
28. The Fair prohibits any sale of item(s) or accessories and messaging related to tobacco, e-cigarettes, vapes, and marijuana.
29. Your booth or outdoor space should be properly manned during exhibit hours. An unoccupied booth has very little value to you or to our patrons and pilferage may occur when booths are not manned.
30. All Vendors/Exhibitors/Concessionaires must confine activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles/walkways and from extending their activities into the aisles/walkways. Violations may result in immediate termination of contract.
31. Hawking; distributing hand bills or other materials; posting or tacking advertisement bills, cards, etc., is strictly prohibited anywhere on the fairgrounds complex, except within the confines of the Vendors/Exhibitors/Concessionaires own space. Painting; drilling of walls and/or floors; or making permanent installations to fair property will not be allowed.
32. Vendors/Exhibitors/Concessionaires may advertise or distribute **approved** products or literature only from within their own exhibit space. **They may promote their own product or activity but may not discredit others.** Oral and visual advertising, solicitation and distributed materials must be in good taste, must be neutral or positive and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.



## ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT

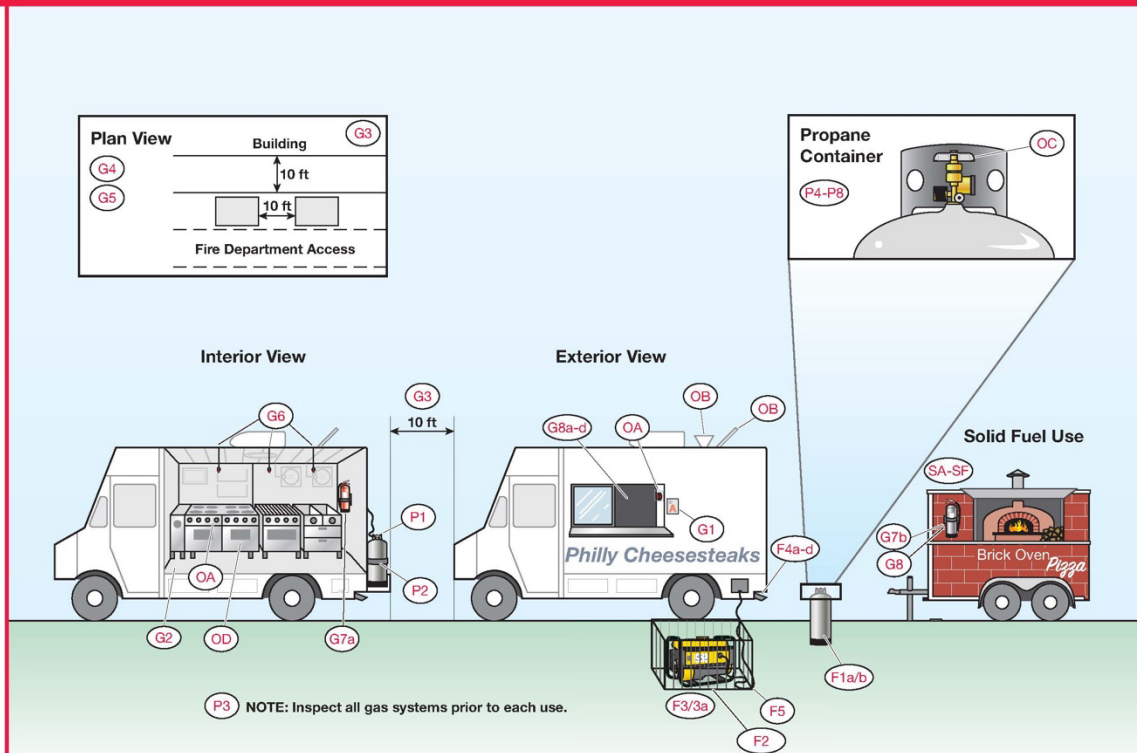
### 2024 VENDOR GUIDE & CONTRACT

33. No roving vendors or roving solicitor (acting either for a profit, or nonprofit organization, or on his own behalf) shall be permitted to operate anywhere on the fairgrounds. All solicitation for contributions or sales must be made within the confines of the person's own (or his Organization's) booth or contracted space. No vendors or solicitor will be permitted to engage in deliberate touching of un-consenting persons.
34. Solicitation of donations by Vendors/Exhibitors/Concessionaires from their booth is prohibited, unless specifically authorized in writing in the license agreement.
35. Violation of the rules of the Lessor shall render this agreement null and void. All rights and privileges herein granted to Lessee and all sums paid under the terms of this agreement shall be forfeited to the Lessor.
36. All rules, regulations, and conditions set forth and printed in this agreement are hereby accepted by both parties as an integral part of this agreement. **The lessor reserves the right to refuse any merchant and/or exhibit that could be detrimental to the Armada Fair, or any individual during the week of the Armada Fair.**



## FACT SHEET

# FOOD TRUCK SAFETY



**P3** NOTE: Inspect all gas systems prior to each use.

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10] **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**





# ARMADA AGRICULTURAL SOCIETY VENDOR GUIDE & CONTRACT



## FACT SHEET

### FOOD TRUCK SAFETY *CONTINUED*

#### Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:175.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - At least 12 ft in all directions from openings and air intakes [96:175.2.3(1)] **F4a**
  - At least 12 ft from every means of egress [96:8.13] **F4b**
  - Directed away from all buildings [96:175.2.3(2)] **F4c**
  - Directed away from all other cooking vehicles and operations [96:175.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

#### Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:177.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16:58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:177.2.2] **P8**

#### Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

#### Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

#### Learn More

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](http://nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](http://nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *LP-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code®*, 2020 Edition
  - *National Electrical Code® Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



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NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

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Armada Agricultural Society

74280 Fair Street P.O. Box 507, Armada, Michigan 48005

P: 586.784.5488 | F: 586.784.9723 | E: [office@armadafair.org](mailto:office@armadafair.org)