

Detroit Jazz Festival Foundation Offsite Special Events Vendor Information

Please note that all Food Service Vendors will be required to adhere to all policies, procedures, and requirements in order to participate in the Detroit Jazz Festival. Vendors will be required to be in 100% compliance and maintain the highest standards of professionalism; appearance of your operation; personnel; food quality and service; all necessary permits and licenses as required by city or state governing bodies; and all-time constraints as established by the Event promoters and Detroit Jazz Festival Foundation.

Vendor Presentations – All vendors will be required to stage their operations in the event approved type of unit (Trailer, Tent, Truck, Kiosk). Some events will allow the use of concession trailers, others may prefer only uniform tents to be used. We will notify you per event what type of operation is preferred.

- **Tents** – All tents will be uniform in appearance, and color, including the table skirting, etc., unless otherwise notified.
- **Banners** – must be professionally printed and be uniform in appearance and will be produced for your location by the Event. No homemade banners or signage will be allowed. Please **provide the verbiage that you want on your signs.**
- **Menu Boards** must be professionally printed – no handwritten or homemade signs or menu boards will be allowed. All items sold must be approved by the Detroit Jazz Festival Foundation.
- **Concession Areas** – the entire area must be professional, clean and presentable at all times, including any condiment tables, and behind the tent, cooking areas, stock truck areas, etc.
- **Cooking Areas** – Outside cooking areas must be barricaded from the public for safety, and or screened in to keep the area contained and esthetically clean looking. **PLEASE BE SURE TO TAR PAPER ALL COOKING & SERVING AREAS.**
- **NO OVERFLOW** – Absolutely, no overflow will be allowed outside your tent or assigned area!
- **Garbage Cans** – Vendor is responsible for providing the appropriate number of garbage cans and liners for their operation and is responsible for disposing of the bagged garbage in the dumpsters provided at the site. Garbage, of any kind, should not be allowed to pile up or be visible to the public at any time.
- **Cleaning Fees** – \$300.00 – All food vendor will be required to pay the cleaning fee. Additional fees will be added, if vendor exits the site and leaves garbage, debris, oil spills, boxes, bags of garbage, etc., to your final reconciliation, and will forfeit their \$300.00 deposit, and if excessive measures are required to clean or repair your assigned areas. We suggest that all heavy traffic or usage areas be tar papered, along with all cooking and serving areas. All vendors should bring a stiff broom-like brush and a degreaser or Tide detergent to wash their entire areas to ensure that they do not get assessed a cleaning fee. We WILL BE INSPECTING AND PHOTOGRAPHING ALL VENDOR LOCATIONS FOR CLEANLINESS. Please leave it spotless!

- **Fryer oil/Grease Bins**—Will be available. Grease/fryer oil collection bins will be located in the Andiamo Compound and underneath Hart Plaza. Any vendor who disposes of their fryer Oil or grease into the City drains at Hart Plaza will be assessed a **\$1,000 fine**. Fryer Oil and/or grease is a hazardous material and must be disposed of properly. Please note that Hart Plaza is under video surveillance 24/7.
- **Grey Water Collection Drums** – Will be available thru out the Plaza. Please note that these are for dirty/grey water only –**NOT GREASE OR FRYER OIL**.
- **Stock Trucks** - will be allowed only in the designated parking areas at Atwater & Bates lot. Site Manager’s approval is required before placing stock trucks in the parking areas. Stock Trucks must have a Parking Pass clearly displayed in their Stock Truck window for access to the Parking Areas.

Uniforms – All Food Service Vendors will be required to have their personnel in the appropriate attire at all times during the event.

- **Vendor Branded Uniform Shirts** – polo type with collar and sleeves is preferred, with your vendor logos. (No t-shirts or sleeveless shirts will be allowed).
- **Pants** – Plain, Black, full-length slacks are preferred. Knee-length shorts, and capris are acceptable for warm weather events. No Blue Jeans, please.
- **Shoes** – must cover the entire foot, non-skid preferred – tennis shoes w/socks are acceptable. No Flip flops, sandals, etc.
- **Hats** – Vendor branded hats – only, or Event hats, Vendor to provide.

Beverages – Official Event Sponsors/beverages will be designated and used exclusively.

- The **Official Event Sponsored beverages** must be purchased onsite, at price determined, from DJF. Soda – Pepsi Products. Water - Absopure
- **No outside beverages**, or different serving sizes may be brought in for sale for the Jazz Festival.
- **Approved Products and Prices** - All vendors will sell the approved products, in the approved serving size for the designated selling prices, as set by DJF.
- **Fountain sodas** will be allowed for this event. Vendors will only be allowed to sell the Pepsi Products, which must be served in Pepsi logo cups, etc in the approved sizes and prices from the DJF. Vendors will be allowed to sell Absopure Bottled Water at retail price determined by the Detroit Jazz Festival Foundation and purchased onsite from Andiamo.
- **Specialty Beverages** – Fresh squeezed Lemonade and Fruit Smoothies or Slushies, will be sold by individually approved vendors only. Iced Tea, and Fruit punch may be sold in approved serving sizes and prices.
- **Returns for Credit** - Depending on the products/sponsor agreement – returns for credit may or may not be allowed. No returns for credit will be authorized unless approved by the Accounting Dept, and only if the proper paperwork is completed. If return credit is allowed, we will accept full unused cases, only.

RECYCLING

The DTE Energy Foundation makes the DJF Greening Program possible, therefore it is highly recommended that all vendors join with the DJF in reducing the carbon footprint of the festival through recycling of plastic, papers, cans and glass, as well **as using only compostable cups**, plates, containers, napkins and plasticware.

Please note that Absolutely – **NO STYROFOAM** is to be used in any manner shape or form – **NO EXCEPTIONS!**

Compostable Cups will be used in all Jazz Festival Beverage Stations. Recycle Bins will be placed throughout the Festival, and all vendors are asked to help support the effort by flattening and stacking their cardboard boxes for pick-up. Separating their plastics from paper trash, etc.

Supply or Stock Trucks – Depending on the event, parking and staging areas may be very limited, therefore each vendor will be allowed **only one (1) stock truck** to be staged in the designated areas, unless otherwise notified.

- **Vehicle Parking Passes** – All vendor stock trucks or supply vehicles must have the approved Vehicle Pass prominently displayed in their window to enter and park their vehicle in the designated restricted parking areas, etc., ACEM Management will issue the Vehicle passes. Vehicle Parking Passes must remain in the Vehicle parked onsite.
- **Re-stocking of Supply Trucks**- Vendors will be responsible for re-stocking of their Supply Trucks, only before or after the event hours of operation and when the ACEM Operations Manager is onsite.
- **Motorized golf carts** – Golf Cart usage by vendors is very limited on the event site, and any personal vehicles brought on site by vendors must be approved by onsite ACEM Operations Manager to reduce excess traffic during the event days.
- **Electrical Requirements** – If your Stock/Supply Truck requires electricity, please include the electrical requirements on the Electrical Form, and please include the size and dimensions of the Truck.
- **Stock Truck areas** – are to be clean and maintained, before, during and after the event. Any vendor who exits the site and leaves garbage or debris behind in their assigned truck area will forfeit their security deposit and/or will be assessed a \$300.00 fee.

Vendor Load-in and Tear down – Load –in times to be arranged with the onsite ACEM Operations Manager. Times for Load-in will be determined by ACEM. Schedules will be emailed approximately one week before the event.

- **Load-in times** are to be scheduled during the hours of 11:00 am until 5:00 pm on the designated Load-in days, while the ACEM Operation Manager is onsite. **No Exceptions!**
- **Assigned Areas – Due to any last-minute changes to the Site Plan**, some adjustments may be necessary. The ACEM Operations Manager must be notified, prior to load-in to confirm that your assigned designated area is correct. Please do not load-in until you have ACEM Operations Manager's site approval. Any vendor who sets up in the wrong area or attempts to encroach on other assigned areas, or who moves another vendors' equipment, tent, trailer, etc. will be subject to removal from the site and will forfeit all fees, etc.
- **Tear Down and Site close down** – Vendors will not be allowed to tear down and/or exit the site during the Event Hours of Operations. Vendors will be required to wait until the event is over and the public has exited the site.

Please note that it is imperative that vendors on Woodward be prepared to exit the site as quickly as possible on Monday night, as Woodward is scheduled to reopen to traffic early on Tuesday.

- **Final Site Inspection** – All vendors will be subject to a final site inspection with the ACEM Operations Manager before they are allowed to exit the Event site. A Final Inspection form will be completed by the ACEM Operations Manager noting any non-compliances, which will need to be immediately corrected or a fee will be assessed. The Final Site Inspection form must be signed by both the Vendor and the ACEM Operations Manager before Vendor will be allowed to leave.
- **Account Reconciliation** - Vendors will be responsible for notifying the Accounting Department and the ACEM Operations Manager to arrange for a final site inspection and to settle their accounts before they are allowed to exit the Event site.
- **All Beverage and Ice purchases**, or any account settlement fees must be paid prior to exiting the site.
- **Late Fees – Any vendor who fails to settle their account within five (5) days after the close of the event will be assessed a 5% late fee, until the account is reconciled.**

Vendor Employee Parking – All vendors are responsible for providing parking for their employees and/or personnel. ACEM will not be responsible for providing parking for any vendor employees or personnel.

Vendor Credentials - Credentials may be available prior to the event, or workers may have to sign in daily to receive their event day credential. Any credentials issued are for entry to the event site, only, and do not permit access to restricted or VIP Areas, etc.

Vendor Requirements – City of Detroit

City of Detroit Health Department - All food service Vendors who wish to operate within the City of Detroit are required to apply for a Temporary Food Service Establishment License (TSFE) or provide a Notice of Intent for any STFU Licensed Unit.

All vendors must be 100% in compliance with all Health Department permits, licensing, and regulations in order to be allowed to operate at any event.

Please visit: www.michigan.gov/mda to review the current Michigan Food Laws and their requirements.

Temporary Food Establishment License (TSFE)

- TSFE Application forms must be completed fully and returned to ACEM for processing, **at least 21 days prior to the event.**
- **License Fees** - TSFE Licenses are **\$250.00** for each location.
- TSFE License Fees are to be paid, in full, when application is submitted for processing.
- TSFE License Applications will not be submitted to the Detroit Health Dept for review unless the fee is paid before hand.
- **Late Fees** for applications submitted later than 14 days before the start of the Event will be doubled or **\$500.00** for each location.

- All TSFE License Applications are subject to review and approval by the City Health Dept.
- **SEMHA Inspections** - The SEMHA Sanitarians will be onsite prior to the start of business on event days. Vendor food service operations must be fully set-up and ready for inspection before sales can begin.
- **Pre-Event Mandatory Meeting** - All Vendors applying for a TSFE License will be required to attend a mandatory pre-event meeting with the IPH. **Thursday, of event week AT 4:30 PM IN THE Ethnic Gallery**, behind the main stage on Hart Plaza.
- **Health Dept. Food Service Requirements** – All Vendors are responsible for providing the necessary equipment, supplies, water, and hand washing set-ups, testing supplies & thermometers to operate properly and pass IPH inspections.

STFU Licensed Mobile Units - Vendors who have acquired the proper Licensing of a STFU – Special Transitory Food Unit are required to provide a Notice of Intent to Operate to the SEMHA, at least 15 days prior to the event. Please complete the necessary form and submit to ACEM for processing and verification of license.

Consumer’s Affairs Business Licenses (CABL) – All vendors are required to apply for a Temporary Business License to operate within the City of Detroit for special events.

- **CABL Special Event Vendor Application** - complete fully and submit to ACEM, for processing at least 15 days prior to the event.
- **License Fees** – CABL fees are **\$115.00 per location**.
- Fees are to be paid in full and submitted with the application for processing.
- CABL applications will not be submitted to Consumer’s Affairs unless the fee is paid before hand. Late fees may be applied, and/or vendor may not be permitted to participate.
- **CABL Inspections** - Consumer’s Affairs Licensing Inspectors will be onsite prior to the start of business on event days. CABL Special Event License must be prominently displayed for public viewing before any sales begin.

Fire Marshall Safety Requirements and Inspection – All vendors will be required to be in full compliance with Fire Marshall Safety Requirements in order to pass the onsite inspections.

- **Fire Extinguishers** – are required for any tent or location that has an electrical supply, lighting, cooking equipment, etc.
- **Fire Extinguishers** – must be properly rated for extinguishing all fire types – electrical, grease, propane, paper, gas, etc.
- **Fire Extinguishers** – must be properly inspected, up to date and fully charged.
- **Flooring –Fire Retardant flooring** or material must be provided for the entire tents, concession stands, and cooking areas. Floors must first be covered with Tarp, and then covered with tar paper for the entire tent and cooking areas.
- **Propane Tanks** – must be staked and secured at least ten (10) feet outside the Tent and/or cooking area, and safely barricades or fenced from the public.
- **NO Smoking Areas** – All propane storage tank areas, cooking and concession areas must have “No Smoking” Signs posted for safety.

- **Fire Retardant Tents or Canvas** – all tents, sidewalls or canvas canopies in use must have the proper fire retardant rating and a certificate provided.
- **NSF Approved** – All equipment, propane & electrical must be NSF approved, Licensed and labeled, including extension cords.
- **Fire Marshall Inspections** – The Fire Marshall will be onsite prior to the start of business on Event Days to inspect all vendor operations. Please be prepared to rectify any non-compliance, immediately.
- **Any vendor who does not pass the Fire Marshalls Inspection will be dismissed from the site and all fees will be forfeited.**

Inclement Weather/ Security Procedures

In case of high winds, lightning, thunderstorms, Tornado warnings, etc. or a threatening security situation, the following procedures are to be followed by all Food Vendors onsite:

- Event Operations will broadcast an all-points bulletin to notify all in attendance of the threatening situation, via the handheld radios to all onsite management team members, and/or the stage broadcast systems.
- Team Members will then alert and direct their supervisors/staff of the eminent threat, and they will alert all Food Vendors.
- Food Vendors will be notified, and will be asked to Close their stands, and seek shelter. They are not to leave the site, because they are required to re-open once weather threat has passed.
- NO VENDOR IS ALLOWED to pack up and leave, until authorized to do so by Management Staff.
- Event Operations will broadcast the ALL CLEAR Notice, and all food vendors will be notified and required to re-open and continue operations, until the close of the event.