



WYANDOTTE STREET ART FAIR: NON-PROFIT APPLICATION

Special Events Office, City of Wyandotte
3200 Biddle Avenue Wyandotte, Michigan 48192
P: 734-324-4502 F: 734-324-7283
events@wyandottemi.gov www.wyandotte.net



Please fill out the Application below for participation in the non-profit section of the July 10-13 2024 Wyandotte Street Art Fair and carefully review the additional document available on the web at www.wyandotte.net describing Policies, Rules and Regulations for participants.

We will only be taking the first 15 applications from Wyandotte non-profit groups. If you are outside of the city of Wyandotte, please see the below fee associated with participation in the event. Deadline is February 29th 2024.

We will send notice of entries in May 2023, and we will maintain a waiting list to provide opportunities for last-minute participation. Booths are filled on a first-come, first-serve basis of application receipt. Applications may share a booth space or days of display. However, shared booths must contain only qualifying and approved applicants and each participant must file a separate application.

Wyandotte Non-Profit: booth fee for each 10x10 space is: \$50

Non-Wyandotte Non-Profit: booth fee for each 10x10 space is: \$125

Each group must designate an accountable person who shall be responsible for knowing all rules and regulations; distributing necessary information to (own group) members, ensuring that all assigned duties are adequately carried out; and staffing your booths. Applications must be complete and all fees (booth and participation) paid to be considered for space in our fair. To ensure your place in the fair, please submit only complete applications, i.e. make sure to provide accurate and reliable phone number (s) and address (s) of applicant contact person and include a brief mission statement.

Organization: _____

*Non-Profit Number: _____

Mailing Address: _____

City/State/Zip: _____

Accountable Contact: Name _____ Phone: _____

Email: _____

Organization Website: _____

*Non-Profits may either be filed under 501(c)(3), 501(c)(4), or 527 sections of the US IRS code, or be of a non-profit nature with annual revenues less than required to submit tax forms to the IRS. If your organization falls under the latter provision, please submit material outlining your mission as a non-profit organization and confirming that you have revenues less than required for IRS status.

Please mail this application with booth check, payable to the City of Wyandotte- WSAF - 3200 Biddle Ave, Wyandotte, MI, 48192. Email events@wyandottemi.gov if you would like to talk to our staff. Application, fee, a mission statement should be mailed to the above address. You will be notified late May of the receipt of your application and your booth assignment status. I have read and understand the Policies, Rules and Regulations for non-profit organization participants in the 2024 Wyandotte Street Art Fair. I agree to abide by each of the regulations on this application, the Laws of the State of Michigan and the laws and ordinances of the City of Wyandotte and will be responsible for our organizations/business/individual compliance.

In consideration of the City of Wyandotte granting permission to the undersigned Business/Non-Profit to utilize the City of Wyandotte sidewalks/property/parking lot/street to display their merchandise/information during the special event on/ between July 8 2024 and July 15, 2024 the undersigned hereby assumes all risk and liability relating to the utilization of said city sidewalks and agrees to hold harmless and indemnify the City of Wyandotte and City Officials from all liability and responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or property of others arising out of or resulting directly or indirectly from the utilization of said City sidewalks in the city of Wyandotte during the above dates.

The undersigned further does hereby remise, release, and forever discharge the City of Wyandotte, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from the utilization of said City of Wyandotte sidewalks in the City of Wyandotte during the above dates.

Signed: _____ Date: _____
Accountable representative of the organization

Policies, Rules and Regulations

2024 Wyandotte Street Art Fair

- Non-Profit organizations only. You must provide your (or your national or state organizations Federal IRS non-profit 501 (c)(3), 501(c) (4), or 527 identification number or have annual revenues less than the non-profit reporting provisions of the IRS. No commercial or arts and crafts exhibitors in the Non-Profit Area.
- Items (buttons, posters, etc.) may be distributed or sold provided they directly promote the non-profit organization of its cause, it they include the organizations name or logo or relate to the organizations mission statement, and are predomi-nantly non-commercial in nature and content.
- Raffles or drawings are permitted, but they must conform to any government regulations. Each member will assume responsibility for obtaining and conforming to these regulations, and for organizing and conducting its raffle or drawing. **NO FOOD OR DRINK** can be sold or given away at member booths. Loud speakers, amplification systems or music sys-tems are allowed provided they do not disturb neighboring booths. Alcohol or other drugs are not allowed.
- All groups are assigned a standard space of ten feet by ten feet. (Unless your group has paid for additional space) You may set up tables in this space. Displays and literature distribution must not extend beyond your designated 10 x 10 area. The extensions (the space between sidewalk and designated booth area) must be kept clear of materials and bodies. This Fire Marshal requirement will be strictly enforced, so be sure to notify all staff in the booth. Spaces will be clearly marked on the pavement so you will know your boundaries.
- All materials used in the construction of, or in the connection of the physical booth or table must be provided by the participant. All booths need to be constructed of fire retardant materials as specified by NFPA 701. If you have further questions about fire retarding materials, please contact the local Fire Marshal (734) 324-4402.
- Booths and tables must be completely constructed by 9:00 am on Wednesday, July 10th (the first day of the fair). It is pre-ferred, however that booths be constructed on Tuesday evening, from 12 pm to 12 am. Booths, tables, merchandise and literature may be left on site at the risk of the participant. The booth/table materials must be completely removed by 9:00 pm on Saturday, July 13th (the last day of the fair).
- Except under rare circumstances, booths must be attended during all hours throughout the Wyandotte Street Art Fair. Booths found unattended will be assessed a penalty or disallowed from continued participation, or both, depending on the duration or frequency of absenteeism. This provision shall be strictly enforced (and booth staffing shall be closely monitored).
- Each group must designate an accountable person who shall be responsible for: knowing all rules and regulations; dis-tributing necessary information to (own group) members; ensuring that all assigned duties are adequately performed; staffing booths.
- Booths may be shared, pending joint application approval, and space availability. This may include the sharing of space and time. All applicants must clearly state a request for joint usage (including days) if applicable. All joint usage must be applied for during the regular application process.
- Each organization must provide their own insurance for their items (if desired).
- Have your tax exempt number on hand at all times during the fair.
- Your group must: You clean up your booth space at the close of the Art Fair. You staff your booth for all hours through-out the Art Fair.
- No one may sublet or assign space to any other organization, artist or merchant.
- The City of Wyandotte, The Wyandotte Street Art Fair, Wyandotte Street Art Fair Committee, and the Wyandotte City Council disclaim any responsibility or liability for any damages or thefts to or from the physical booths, contents, and/or the booth participants. The Wyandotte Street Art Fair has hired security for the fair days as well as nights.
- Booth spaces may not be transferred or otherwise reassigned by the artist/crafter/vendor.
- Booth structure and display must not exceed the limits of the assigned space. Artwork hanging from display panels will not obstruct or block clear or free passage. If your set up/artwork is hazardous or interferes with your neighbors or the public, you will be asked to remove it.
- Rude, obscene or abusive language and/or threatened, actual physical restraint and abuse of Wyandotte Street Art Fair staff, employees or general public are strictly prohibited and will result in the loss of exhibiting privileges immediately and permanently.
- If the cancellation is made on or before the last day to cancel with refund, your booth fee will be refunded minus a \$50 administrative fee.
- Rule Violations: Violations of any of the rules will be handled by the Mayor of Wyandotte and/or the Special Events Coordinator and designated staff.