



RULES AND REGULATIONS for Approved Vendors 2023

- You must provide a copy of your Certificate of Insurance for general liability, either business or personal, in the amount of \$1,000,000 per occurrence. The City of Birmingham **and** Birmingham Shopping District, 151 Martin Street, Birmingham, MI 48009 must be named as additional insured.
- You must provide State of Michigan Sales Tax information.
- Please submit a copy of any licensing required of you by the Department of Agriculture, if applicable.
- Restaurants/prepared food vendors must apply for an Oakland County Health Department permit which must be displayed in your tent during market hours.
- Tents will be provided to all vendors (included with registration fee). Vendors are responsible for all items used within their tent. Tables and chairs are available to rent for an additional fee.
- Vendor set-up must be completed by 3:00 p.m. on Friday, December 1.
- Vendors are expected to have their booth open for the full event hours. (Dec. 1 from 4-9 p.m., Dec. 2 from 10 a.m. – 9 p.m., and Dec. 3 from 10 a.m. – 4 p.m.)
- Tear-down only between 4 p.m. and 6 p.m. on Sunday, December 3. **NO EXCEPTIONS.**
- Security guards will monitor the premises when the event is closed.
- **PARKING** - Vendors are encouraged to park in the public parking decks near the event (parking is free for the first 2 hours and \$2/hour thereafter, max \$10 per day.) Parking is free all day on Sunday. If vehicle is oversized and will require special parking, there is an open lot available at the North Old Woodward structure. A parking map will be provided prior to the event. Vendor parking is prohibited during the event within one block of Shain Park in any direction. Vendor parking is prohibited on the following streets: Maple Road, Bates Street, Pierce Street, Martin Street, Henrietta Street, and Townsend Street between Bates and Pierce Streets.
- Your tent will provide you with shelter. However, we are not able to guarantee that, if it rains, no water will enter your tent. We suggest that you place a protective tarp over your products in case of rain. The BSD is not responsible for any damage due to weather including, but not limited to rain, wind, hail, or snow.
- The Winter Markt will be open all scheduled event days, regardless of the weather.
- Vendors will be required to follow all applicable guidelines from the Michigan Department of Health and Human Services and local authorities.
- Vendor applications are due by October 6th for first round consideration. Applications received after that date may be accepted based on space availability.
- Vendor fees must be paid by October 27th to secure your spot.
- No refunds will be given for any vendor cancellations.

Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
Phone: 248-530-1200 Fax: 248-530-1246
E-mail: jbrook@bhamgov.org