CITY of HARRISON MI

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"The City of Harrison is an Equal Opportunity Employer and Provider"

2026 Harrison Street Fair
Vendor Rules & Regulations

Booth Setup & Operations

- Vendors must provide their own tables, chairs, tents, and displays. The event does not provide any equipment.

- Electricity is not provided.

- Booths must remain open for the entire duration of the event on registered days. Leaving early without approval may result in being banned from future events.

- Standard setup begins at 7:00 AM on Friday, August 21, 2026. Vendors may unload vehicles but must immediately move them to designated vendor parking.

- Early setup is allowed on Thursday, August 20, after 6:00 PM **with prior written approval.**
    - Vendors must have written pre-approval from event staff to set up early.
    - No event staff will be on-site Thursday night to assist or verify setup.
    - The City does NOT provide overnight security on Thursday night. Any vendor who sets up early does so at their own risk and assumes full responsibility for their booth and merchandise.
    - If a vendor sets up in the wrong spot, they will be required to move to the correct location.
    - Failure to set up in the correct location may result in being banned from early setup in future years and may impact participation in future events.

    - Any vendor who sets up early without prior written approval may not be invited back to the show.
- No vehicles are allowed in the vendor area after 9:00 AM Friday or before 5:00 PM Saturday.

- Vendors must park in designated vendor parking areas. Parking in attendee spaces is not allowed.

- Vendors are responsible for keeping their booth area clean during the event and removing all trash and belongings at the conclusion of the event. Failure to leave the space clean may result in being banned from future events.

Booth Space & Neighbor Courtesy

- Vendors must keep all items within their assigned space. Displays, signage, and merchandise cannot extend into walkways or other vendor spaces.

- Vendors must be respectful of their booth neighbors and work together to create a positive environment.

- To ensure the comfort of all participants, smoking and vaping are prohibited in vendor booth areas. Vendors wishing to smoke or vape must do so away from booths and attendee areas. All alcohol must be consumed in the designated bar area only

Vendor Conduct & Prohibited Items

- This is a family-friendly event. The following items are strictly prohibited:
    - Weapons of any kind, including guns, airsoft, knives, swords, and daggers.
    - Fireworks or explosives.
    - Drug paraphernalia or any items depicting drug use.
    - Obscene, offensive, or profane materials.
    - Any products not listed on the vendor’s registration form.

- Vendors must ensure that all booth staff follow event rules.
- Vendors must follow placement and instructions from event staff.

Independent Brand Representatives (Direct Sales Vendors)

- The event only allows one vendor per direct sales brand.
- This applies to vendors selling products on behalf of a larger company (e.g., Avon, Tupperware, Color Street, Scentsy, Pampered Chef, etc.).
- Multiple handcrafted vendors selling similar types of items (e.g., knitters, woodworkers, jewelers) are allowed, as their products are unique.

Security & Liability

- The City provides overnight security on Friday, but this does not mean the City is responsible for your booth. Vendors assume full responsibility for their merchandise and belongings.
- The City of Harrison, its staff, event coordinators, and affiliates are NOT responsible for any lost, stolen, or damaged items, including damage caused by weather, wind, rain, other natural conditions, other vendors, or attendees.
- Vendors agree to hold the City harmless and waive all claims related to property loss, damage, or injury arising from their participation in the event.
- Vendors further agree to indemnify and defend the City against any claims, lawsuits, or legal expenses arising from their actions, negligence, or failure to comply with these rules. This includes any legal fees incurred by the City in defending against such claims.
- Vendors may not attach canopies, displays, or signage to City property, including light poles, streets, or storefronts. Vendors are responsible for any damages they cause to City property or local businesses.

Noise & Sound Limits

- Vendors may not use amplified sound, loud music, or megaphones that disrupt neighboring vendors or event activities.
- Amplified sound is only permitted for official event entertainment.

Sales Tax & Business Compliance

- Vendors must comply with all Federal and State tax laws.
- Vendors are responsible for collecting and remitting any sales tax required by law.

Weather & Cancellation Policy

- This event is rain or shine. No refunds will be given due to weather.
- If severe weather occurs, vendors must follow all instructions from event staff.
- Vendors unable to attend may request to roll their payment forward to the next year by submitting a written request before the event. Approval is not guaranteed.

Enforcement & Removal

- Vendors who fail to follow these rules may be removed from the event at the discretion of event staff and City staff, without refund.
- Removal decisions made by event staff and City staff are final. Vendors waive any right to dispute or appeal removal decisions.
- Vendors may also be banned from future events at the discretion of event staff and City staff.

- If a vendor is asked to leave and does not comply, law enforcement may be involved.

Final Authority

- Event staff reserves the right to add additional rules at any time to ensure a safe and successful event.

- All vendor decisions made by event staff and City staff are final.

Agreement

- By submitting the 2026 Harrison Street Fair Vendor Registration Form, the vendor acknowledges and agrees to follow all event rules and regulations.

- The vendor further understands that submission of this form, along with their digital signature, constitutes a legally binding agreement between the vendor and the City of Harrison.

- Vendor registration is not considered confirmed until payment has been received and the vendor has received an official written Vendor Confirmation Notice from event staff.

- The vendor agrees that failure to comply with these rules may result in removal from the event without refund, future participation bans, or other enforcement actions as determined by event staff.