

Trick or Treat on Main St.

Food Vendor Application



Date and Time: Saturday October 25th, 2025 12:00 pm - 3:00 pm

Location: Main St, Fitchburg

Vendor Arrival: 10:00 am -11:00 am

Application Deadline: Friday October 17th, 2025

Name of Organization: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Contact Phone: _____

1) Please list the names of employees attending the event:

First Name	Last Name

2) Please briefly list a description of the vending booth, the type of game/giveaway, and any fees, prices, or charges. Vending spaces are at least 10ft x 10ft and ALL tables must be skirted:

**Please note vendors must have something free for kids such as a tangible fun game to play, a giveaway item such as a balloon, candy, etc., and/or a raffle. Any item not listed here cannot be sold.*

Item	Description

Trick or Treat on Main St.

Food Vendor Application

3) Electrical Power will not be provided

4) FOOD TRUCKS

Please check the amount of space (in feet) that you will need to park your truck/equipment:

10 ft x 10ft

10ft x 20ft

10ft x 30 ft

- Please check if you are a truck or trailer: Truck Trailer

Trailers must be dropped at the event, and cannot be attached to a vehicle

- Which side is your service window on: Passenger Driver

- Please attach a menu with the listed prices.

- Must have a Food Permit with the City of Fitchburg's Board of Health

- For those needing a day food permit, please visit <http://fitchburgma.viewpointcloud.com> to apply online.

**An Additional application fee of \$45.00 will be needed before a day permit is issued by the Board of Health*

Please note the generator clause of this application. Vendors must have a fire extinguisher on site if using a generator. Please be considerate of how loud your generator is and be prepared to move locations if too loud, or have a long enough extension cord to move the generator at a further distance.

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Food Vendor Application

5) Required Attachments:

- **Vendor Fee:** Nonrefundable check or money order made payable to:

"Fitchburg Civic Days Committee"

For: Trick or Treat 2025

- Copy of your business' Hawker and Peddler License if you are ***selling*** goods. A Massachusetts Hawker and Peddler State License is acceptable.
- If you need a local Hawker and Peddler License, please visit:
<http://www.fitchburgma.gov/643/Forms-and-Applications>

(Please note there is a separate application fee of \$25.00 [*check or money order*] made payable to:

"The City of Fitchburg"

- Vendors who have a *Doing Business As Certificate (DBA)*, a *licensed LLC, Incorporated, etc.*, must provide a copy of their insurance - naming the ***City of Fitchburg*** as Additionally Insured.
- Signed (by all employees working the event) a Release and Settlement Agreement, attached. It is also available at: <http://www.fitchburgma.gov/643/Forms-and-Applications>

The Civic Days Committee reserves the right to deny any vendor application or exhibit/concession for failure to comply with all rules and regulations set for in this document. Furthermore, the Civic Days Committee may deny any vendor application or exhibit/concession they see as a public safety hazard, inappropriate, or repetitive. Vendors will be given a space on a first-come, first-serve basis.

Please return this form and payment by October 17th, 2025 to:

Fitchburg Civic Days 2025
C/O Mayor's Office
718 Main Street
Fitchburg, MA 01420

I/WE _____ have read and fully agree to the standards and specifications of this application for participation in the October 25th, 2025, Fitchburg Civic Days Trick or Treat on Main Street.