

# Trick or Treat on Main St.

## Food Vendor Application



**Date and Time:** Saturday October 25<sup>th</sup>, 2025 12:00 pm - 3:00 pm

**Location:** Main St, Fitchburg

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

**Application Deadline:** Friday October 17<sup>th</sup>, 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

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### 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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### 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.