

Trick or Treat on Main Street

Vendor Application



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

Location: Main St, Fitchburg

Vendor Arrival: 10:00 am – 11:15 am

Strict Application Deadline: Friday, October 17th, 2025

Vendor Fee:

Vendor Fee: \$25.00 per 10ft x 10ft space

Price based on space needed: ☐ \$25 for 10ft x 10ft ☐ \$50 for 10ft x 20ft ☐ \$75 for 10ft x 30ft

Total Fee: _____

Name of Organization: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Contact Phone: _____

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

| First Name | Last Name |
|------------|-----------|
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- 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. If you need electricity you will need to provide your own.

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4) Required Attachments:

- **Vendor Fee:** Check or money order must be submitted with the application. 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 Trick or Treat 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 St.