



**Main Street Block Party
Vendor Application**

Date and Time: July 3, 2022 from 4:00pm-10:00PM

Location: Main Street, Fitchburg

Vendor Set Up: 12:00PM

Application Deadline: Friday, May 27, 2022

Vendor Fee: \$50.00

Name of Organization: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Contact Phone: _____

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

First Name	Last Name

**** Please provide a copy (front and back) of a valid drivers license for each employee.**

**** ALL employees must be able to pass a CORI check.**

2) Please briefly list off a description of vending booth, type of game/giveaway, and any fees, prices or charges (FOOD VENDORS please skip this section). ALL vending spaces are 10ftx10ft and ALL tables must be skirted:

**** Please note ALL vendors must have something free for kids such as a tangible fun game to play, a giveaway item such as ballons, or any other related collectable. Also, any item not listed here cannot be sold.**

3) Electrical Power is very limited. It is highly suggested vendors use their own generator for power.

- Please indicate if your booth requires City electical power: YES NO

- Please indicate if you will be providing a generator for electical power: YES NO

**** Please be advised that you 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 generator at a further distance.**

4) Required Attachments:

- Application Fee: \$50.00 nonrefundable check or money order made payable to: "Fitchburg Civic Days Block Party 2022."

- Copy of your business' Hawker and Peddler License IF you are selling goods, Food Vendors who have received a food permit, please ignore. A Massachusetts State License is acceptable. If you need a local Hawker and Peddler License, please visit <http://www.fitchburgma.gov/643/Forms-and-Applications> for the application. Please note a SEPARATE application fee of \$25.00 (check or money order) made payable to: "The City of Fitchburg," is required.

- A copy of the front and back of a valid drivers license for every employee working the Block Party.

- Vendors who have a Doing Business As Certificate (DBA), a licensced LLC, Incorporated, etc., must provide a copy of their insurance - naming the City of Fitchburg as Additionally Inusred.

- 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>

5) FOOD TRUCKS ONLY

- Please list an amount of space (in feet) that you will need to park your truck/equipment: _____
- Please list if you are a truck or trailer: _____ **Trailors must be dropped at event, cannot be attached to a vehicle**
- Which side is your service window on- passenger or driver? _____
- Please attach a menu with listed prices.
- Must have a Food Permit with the City of Fitchburg’s Board of Health. Please visit <http://fitchburgma.viewpointcloud.com> to apply online. ** An Additional application fee of \$45.00 will be needed at the time you apply with the Board of Health.**
- Please note the generator clause of this application. Vendors must have a fire extinguisher on site if using a generator. Also, 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 generator at a further distance.

The Civic Days Committee reserves the right to deny any vendor application or exhibit/ concessioin 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/ concessioin they see as a public safety hazard, inappropriate, or repetative. Vendors will be given a space on a first come, firt serve basis.

PLEASE RETURN THIS FORM BY FRIDAY, MAY 27, 2022 TO:

Fitchburg Civic Days 2022
C/O Mayor’s Office
718 Main Street
Fitchburg, MA 01420

I/WE _____ have read and fully agree to the standards and specification of this application for participation in the July 3, 2022, Fitchburg Civic Days Downtown Block Party