

Main Street Block Party

Vendor Application



Date and Time: July 3rd, 2025 from 4:00 pm - 10:00 pm

Location: 0 Boulder Dr., Fitchburg

Vendor Arrival: 1:00 pm – 3:00 pm

Application Deadline: Friday, June 6th, 2025

Vendor Fee:

Fitchburg Business: **\$75.00 per 10ft x 10ft space**

Price based on space needed: \$75 for 10ft x 10ft \$150 for 10ft x 20ft \$225 for 10ft x 30ft

Non-Fitchburg Entity: **\$100.00 per 10ft x 10ft space**

Price based on space needed: \$100 for 10ft x 10ft \$200 for 10ft x 20ft \$300 for 10ft x 30ft

Preferred Spot:

A preferred spot is a spot on the map that you would “prefer” to be; based on an attraction or area. Please indicate if you are interested in a preferred spot. Preferred spots will be an additional cost based on the size of space needed:

Additional preferred spot fee: \$50 for 10ft x 10 ft \$75 for 10ft x 20ft \$100 for 10ft x 30ft

Total Fee: _____

Name of Organization: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Contact Phone: _____

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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

3) There will be NO ELECTRICAL POWER provided. It is highly suggested vendors use their own generators for power.

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

If you will be providing your own generator, you must have a fire extinguisher on site.

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4) Required Attachments:

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

“Fitchburg Civic Days Committee”
For: Block Party 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 June 6th, 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 July 3rd, 2025, Fitchburg Civic Days Downtown Block Party