

# Main Street Block Party

## Vendor Application



**Date and Time:** July 3<sup>rd</sup>, 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 10ft ☐ \$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 3<sup>rd</sup>, 2025, Fitchburg Civic Days Downtown Block Party