

# Northfield Labor Day Festival Booth Application

Completed applications received/postmarked BY JUNE 1<sup>st</sup> 2018 get Early Bird pricing!!!

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is Organization a Non-Profit?  Yes  No

<p><b><u>Type of Space Available:</u></b></p> <ul style="list-style-type: none"> <li>10'x10' Booth Space for 3 Days <b>before June 1<sup>st</sup></b> = \$140</li> <li>10'x10' Booth Space for 3 Days <b>after June 1<sup>st</sup></b> = \$175</li> <li>10'x10' Booth Space for 3 Days <b>for Non-Profit</b> = \$100</li> <li>Additional Footage available at \$10 per linear foot</li> <li>Electricity per 10'x10' space = \$15.00 (+\$5 per extra linear foot)</li> <li>Water = \$10</li> </ul>	<p><b><u>Daily Rentals:</u></b></p> <ul style="list-style-type: none"> <li>Two 10'x10' spaces available for daily rent.</li> <li><b>Daily Fee</b> = \$50</li> <li><b>Electricity</b> = +\$5</li> <li><b>Water</b> = +\$10</li> </ul> <p style="text-align: center;"><b><u>Craft Tent does not have daily rentals.</u></b></p> <p style="text-align: center;"><b>**No booth will be allowed to rent a daily space for more than one day.**</b></p> <p style="text-align: center;">See the Vendor Booth information sheet for more.</p>
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**Type of Vendor:**

**Game/Gambling**  
Description/Name of Game: \_\_\_\_\_

**Food**  
Type of food sold: \_\_\_\_\_  
(Please provide a menu/price list & Certificate of Liability insurance.)

**Craft/Merchandise**     **I Would Like to be located in the Craft Tent**  
Type of items being sold: \_\_\_\_\_

**Information/Demonstration:**  
Description: \_\_\_\_\_

**Electricity:**     Yes     No                     
 **Water Hook Up:**     Yes     No

<b>3 Day Rental:</b> <input type="checkbox"/> Early Bird: \$140 <input type="checkbox"/> Normal: \$175 <input type="checkbox"/> Non-Profit: \$100	\$
<b>Daily Rental (one day only):</b> <input type="checkbox"/> Saturday: \$50 <input type="checkbox"/> Sunday: \$50 <input type="checkbox"/> Monday: \$50	\$
<b>Extra Footage:</b> (\$10/linear ft., include hitches, trailers.)      How many extra feet? ___ ft. x \$10 =	+ \$
<b>Electricity:</b> (\$15 per 10'x10' space + \$5 per each extra linear foot. \$5 for daily rental )	+ \$
<b>Water Access:</b> (\$10.00)	+ \$
<b>Total Enclosed</b> (Payable to Northfield Observances)	= \$

I certify the above information is true, the application is complete, & I agree to abide by the event regulations set by the Northfield Observances Board. I understand if I do not supply appropriate information & pricing about my booth, or if the application is incomplete it may be returned to me in its entirety. I also understand the application is subject to the approval or the Northfield Observances board & I will be notified by email or mail if the application has been approved or not.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**Send application & payment to Northfield Observances Attn: Booths PO Box 81 Northfield Falls VT 05664.**

For questions call 802-522-5708 or email [booths@northfieldlaborday.org](mailto:booths@northfieldlaborday.org)

**APPLICATION DEADLINE: AUGUST 1<sup>ST</sup> 2018**

# 2018 Vendor Booth Information

## Dates & Times

Saturday, September 1 <sup>st</sup> 2018	10:00am – 10:00pm
Sunday, September 2 <sup>nd</sup> 2018	10:00am – 10:00pm
Monday, September 3 <sup>rd</sup> 2018	10:00am – 3:00pm

## Craft Tent Hours:

Saturday & Sunday – 10:00am – 8:00pm (no cars permitted on the common until 10:00pm)  
Monday – 10:00am – 3:00pm

## 2018 Theme: Vermont Wildlife

**Security:** The Northfield Police Department maintains a presence at the festival throughout the weekend and **will** have an overnight patrol officer on the common Saturday & Sunday night. That being said, any merchandise left overnight is at your own risk, Northfield Observances is not liable for lost or stolen property.

**Application Process:** Complete application form in its entirety. Make checks payable to Northfield Observances. Mail application and payment to:

Northfield Observances  
Attn: Booths  
PO Box 81  
Northfield Falls VT 05664

**Application Deadline:** August 1<sup>st</sup> 2018

**Application Approval:** All applications are subject to approval by The Northfield Observances Booth Committee. Approval Letters will be emailed or mailed upon receipt of completed application and fee.

## Daily Rentals:

- Two 10'x10' spaces will be made available for a one day rental of \$50 (first come, first serve)
- Electricity will be an additional \$5. Water hook up will be an additional \$10
- No one will be allowed to book for more than one day. If you want a space for more than one day, you will need to pay for the entire weekend.
- Booths renting a daily spot must be on the Common to set up by 7am. No cars allowed on the common after 8am
- There is NO daily rental space available in the craft tent.
- Anyone renting a daily space **MUST** abide by the same rules as **ALL** other vendors.

## General Vendor Rules/ Requirements:

- All applicants **MUST** include a list of what is being sold. **First Come, First Serve:** we try not to have duplicates of anything being sold to allow us to offer a diversity of products available to fair-goers. It is VERY IMPORTANT to tell us what you are selling so we can attempt to minimize competition.
- Selling is limited to your booth space. You are not allowed to walk around the common area to solicit customers or sell merchandise
- No live fish or animals may be offered for sale or as prizes
- The following items are banned from being sold or as prizes: spray string, smoke bombs, caps, snappers, laser lights, or any hazardous materials.
- All cardboard must be broken down before it goes into the recycling.
- Smoking by vendors and their staff is **not allowed within 25 feet** of any vending area
- Vendors may post a no smoking sign on their booth if they so desire

- **NO** vehicles will be allowed on the common during the event
- If your booth is on the foot race route, for everyone's safety you will not be allowed to sell during the race. You will receive notification if you are on the race route.
- Ride vendors **MUST** provide a certificate of liability insurance.
- You are **REQUIRED** to be open and running all posted hours of the event

#### **Food Vendor Rules:**

- **ALL VENDORS SELLING FOOD ARE REQUIRED** to comply with Vermont Health Regulations and will have to pass a Vermont Department of Health Inspection. If you are not available for the Health Inspector, you will not be able to sell food and your fee will be forfeited. SEE INFO ON VT HEALTH REGULATIONS BELOW\*\*
- **ALL** food vendors **MUST** provide a certificate of liability insurance.
- **COOKING OIL** is **NOT** to be dumped on the ground, in any trash cans/dumpsters, or in compost bins; **IT MUST BE DISPOSED OF OFF-SITE**

#### **Booth Assignments & Set-Up/Break Down:**

- Booth space is assigned with multiple factors in mind. We do our best to assign booth space and a set up time that is cohesive with everyone's needs.
- Booths set-up times will be assigned by the committee. Set up times will be 6:00, 6:30, or 7:00 on Friday night (August 31<sup>st</sup>). You will be notified of set up time prior to the event.
- Enter from the Main Street Entrance only.
- Access to the common is limited. Each vender should plan to unload their equipment/materials and remove their vehicles from the common within 30 minutes of their assigned set up time.
- You will be checked in by a committee member upon arrival.
- No cars on the common until 3pm on Monday.
- You are responsible for cleaning up your area before you leave.
- Please complete your vendor survey prior to leaving.

#### **Electricity/Power:**

- There are overhead lights and ground outlets available
- Please use gas cooking as power is limited
- You must provide your own outdoor extension cords. Cords must be at least 10 gauge & in good working order (not taped)

#### **\*\*Vermont Health Regulations:**

**Applications for a Temporary Food Service Establishment and the corresponding license fee are required to be submitted to the Department of Health at least 15 days prior to the first proposed event of operation. Public Health Inspectors will not collect applications and license fees in the field at events.**

Information for temporary food service vendors can be found on:

<http://www.healthvermont.gov/health-environment/food-lodging/temporary-food-establishments>

The vendor application and summary of requirements are on the same website:

[http://www.healthvermont.gov/sites/default/files/documents/pdf/ENV\\_FL\\_TFSE%20Coordinator%20Packet.pdf](http://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TFSE%20Coordinator%20Packet.pdf)

Other general information about food business licensing is available on: <http://www.healthvermont.gov/environment/food-lodging>

Please contact the VDH Food & Lodging program inbox with questions or to connect with a Public Health Inspector: [AHS.VDHFoodandLodging@vermont.gov](mailto:AHS.VDHFoodandLodging@vermont.gov)