



ROCHESTER MAIN STREET 2017 VENDOR APPLICATION

- Free Comic Book Day (FCBD): May 6th, 10 am to 4:00 pm
- Main Street Riverfest, Saturday (RF), July 15th, 2:00 pm to 8:00 pm, North Main Street (formerly Blues Fest)
- Rochester Gay Pride, Saturday, August 26, 1:00-4:00 pm
- Wicked Witches of the North New Age Psychic Fair, Saturday, September 2, 10:30 am -4:00 pm
- Rochester October Festival (ROF), Saturday, October 7th, 11:00 am to 4:00 pm Hanson Street
- Rochester Zombie Walk, Friday, October 27th, 6:00 pm – 9:30 pm on the Commons
- Festival Of Trees, Saturday, Dec 3rd, 4:00 pm – 8:00 pm (Crafters only, juried)

Business/Organization _____

Contact Name _____

Email _____ Phone _____

Website _____

Facebook Name _____

Mailing Address _____ City, State _____ Zip _____

Booth/ Activity/ Company _____

Check	Event / Description	Fee
	FCBD Parking Union Street Lot 10 X10	\$50.00
	FCBD Parking Union Street Non-profit 10X10	* FREE (see below)
	Riverfestl 10X10	\$50.00
	Riverfest Contestestant 10X10	FREE (Must provide free samples for up to 150 people)
	Riverfest Non-profit 10X10	*FREE (see below)
	Riverfesl Farm to Table 10X10 (limited Spaces)	*FREE (see below)
	October Festival 10X10	\$50.00
	October Festival Farm to Table 10X10 (limited Spaces)	*FREE(see below)
	October Festival Non-profit 10X10	*FREE (see below)
	Gay Pride 10 x 10	\$30.00
	Wicked Witches of the North Psychic Fair	\$50.00
	Festival of Trees 8 ft table	\$50.00
	Total Paid	

Please fully complete both pages.

Make checks payable to Rochester Main Street. Mail to Rochester Main Street, 18 South Main Street, Suite 2B, Rochester, NH, 03867 or Pay online at <http://www.rochestermainstreet.org/events-signup.html>

Required: Review and initial every item, then complete with your signature.

Vendor Registration Policy

_____ Payment must be received with application. Vendor spaces are not reserved until a completed registration form, and payment have been received.

_____ If you pay for an event within 30 days of the event, we cannot guarantee that you will make it onto the website or into any advertising for the event.

_____ Free Spots for non-profit are in exchange for 14 hours of volunteers for the event. This represents 2 volunteers for the lengthy of the event including set-up and break down. This can be any number of people splitting up these hours. Failure to provide these hours will result in the organization being charged the \$50 fee for the space. In some occasions we may be able to use volunteer hours in the days leading up to the event to make up the hours.

_____ We will try our best to accommodate a need for extra space. Accommodations will be given out on a first come first serve basis.

_____ Any Bounced Check will incur a \$30 fee.

_____ Booths will start to be assigned 30 days before the event, Confirmation e-mails including booth assignments and instructions will be provided by email and not later than one week prior to the event.

_____ No rain date is scheduled. This is a rain or shine event. Application fees are non-refundable in all circumstances.

Vendor Rules & Regulations

_____ All items related to vendor spaces must remain stationary throughout the event. No "roaming" is allowed.

_____ No electricity or water hook ups are available. Applicants are responsible for providing their own tent, tables, chairs, canopies, etc. All tents and canopies must be properly secured and anchored.

_____ No spray foam, silly string, confetti, noisemakers, toy guns, swords, knives, etc. are allowed. Vendors will be asked to remove forbidden and failure to do so may result in being excluded from further participation in Rochester Main Street events .

_____ Confirmed vendors may begin booth set-up 1.5 hours before the event begins. Booth set-up must be completed and all vehicles off the street with a half hour of the event starting. Vendors arriving after this time will forfeit their booth and will not be permitted to set up during the event. Vendors setting up before the time stated for set ups may be excluded from further participation in events.

_____ Vendor booths must remain open and staffed until the end of the event. Any vendor breaking down before the end of the event may be excluded from further participation in events.

_____ Booth areas must be kept tidy. Vendors must dispose of ALL trash and debris generated by their booths. Failure to collect, remove, and dispose of all trash off site, may be excluded from further participation in events.

_____ No trailers, trucks, cars, or other vehicles permitted as booths or displays, with the exception of radio or TV broadcasting vans. Specific exception requests may be reviewed by the Committee.

Specific Event Rules & Regulations

_____ FOOD VENDORS must adhere to all local state and federal regulations. City of Rochester Food Vending permits may be obtained by contacting the compliance officer, Joe Devine at 603-332-3508. Permits are \$50.

_____ RiverFest & October Festival Farm to Table spots help build local awareness of Farm to Table movement. To qualify for a free spot the vendor must be selling Fresh Local Produce, Meats, Cheese, etc. These items must make up 80% of the items being sold in the space (this is the same criteria that the NH Dept of Agriculture uses to decide if a business qualifies as a farm stand)

Please give a short description of your booth sales to be shared on our web site or local publications.

Signature of Applicant Name

(Please Print)

Date