



# 2019 VENDOR AGREEMENT FORM

*To register as a vendor for any Rochester Main Street event, we require full payment and both pages of this form to be completed and provided to us.*

Check Here	Category	Price
	Food vendor with larger 12'x24' booth space	\$100
	Any other vendor with larger 12'x24' booth space	\$100
	Food vendor with standard 12'x12' booth space	\$50
	Retail vendor with standard 12'x12' booth space	\$50
	Informational vendor with standard 12'x12' booth space	\$50
	Any other vendor with standard 12'x12' booth space	\$50

Business/Organization \_\_\_\_\_

Primary Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Facebook \_\_\_\_\_ Twitter \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Describe your intended sales or booth intent. \_\_\_\_\_

Pay online at <http://www.rochestermainstreet.org/event-signup.html>  
or make checks payable to *Rochester Main Street*, and mail with form to:  
Rochester Main Street  
18 South Main Street, Suite 2B  
Rochester, NH, 03867

## Vendor Registration Policy

*Required: Review and initial every item, and provide a final signature.*

### Event Information

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

\_\_\_\_\_ If your registration and payment are received within 2 weeks of the event, we cannot guarantee that your business/organization will be displayed on the website or on any event advertising.

\_\_\_\_\_ If you need more than a 12'x12' space, you must pay for additional space.

\_\_\_\_\_ Any check returned with insufficient funds will incur a \$30 fee.

\_\_\_\_\_ Booths will start to be assigned 2 weeks before the event. Confirmation e-mails including booth assignments and instructions will be provided by email approximately one week prior to the event.

\_\_\_\_\_ Most events have no scheduled rain dates. If a rain date is required, our website event page will provide the date and information. If there is a rain date, applying vendors are expected to be available for both dates. 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. Failure to comply will result in you booth being disallowed from this and potentially future Rochester Main Street events.

\_\_\_\_\_ Confirmed vendors may begin booth set-up 1.5 hours before the event begins. Booth set-up must be completed with all vehicles off the street within 30-minutes of event start time. 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. The City of Rochester requires a Food License from anyone offering food to the public. This includes prepackaged food. A license must be obtained by contacting the Health Inspector, Bob Vino, at 603-332-3508. *Rochester Main Street must have a copy of your valid Food License for this event.*

\_\_\_\_\_ RETAIL VENDORS must adhere to all local, state, and federal regulations. The City of Rochester requires a Hawkers & Peddlers License from anyone selling anything to the public. A license must be obtained by contacting the City's Licensing Department at 603-332-3508. *Rochester Main Street must have a copy of your valid Hawkers & Peddlers License for this event.*

\_\_\_\_\_ Farmer spots help build local awareness of the 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.) Note that you are still required to have appropriate City & State licenses as noted.

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Signature of Applicant

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Date