



# 2020 VENDOR APPLICATION FORM

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

*Note that submission of Vendor Form and payment do not guarantee participation in the event. Denied applications will receive reimbursement.*

Check Here	Category	Price
	Food vendor with larger 12'x24' booth space	\$125
	Any other vendor with larger 12'x24' booth space	\$125
	Food vendor with standard 12'x12' booth space	\$125
	Retail vendor with standard 12'x12' booth space	\$75
	Informational vendor with standard 12'x12' booth space	\$75
	Any other vendor with standard 12'x12' booth space	\$75

As of January 1, 2020, this Application applies to the following vendor-accepted events:

**Free Comic Book Day**  
May 2, 10:00am-4:00pm  
Downtown Rochester

**Fireworks Festival**  
July 2, 6:30-10:00pm  
Rochester Community Center

**Vintage Festival**  
September 26, 12:00-4:00PM  
North Main Street parking lot

For which Main Street event are you registering? \_\_\_\_\_

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/vendor-sign-up.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

## Rochester Main Street ~ Vendor 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ There is no smoking or vaping allowed at your booth. Most events have a designated smoking area.

\_\_\_\_\_ If your application is accepted, a Vendor Confirmation communication will be sent approximately one week prior to the event. Generally, booth assignments will be provided upon check-in at the event.

\_\_\_\_\_ All vendors provide 100% of supplies and materials for their vendor space, including tents/ canopies, tables, table coverings, electrical power, et cetera. Booth spaces are located on pavement, so canopies should be weighted and prepped for all likely weather conditions. Generators are allowed but need to be of a volume that will not interfere with other vendors, entertainment, public announcements, et cetera.

\_\_\_\_\_ Each vendor is responsible for removing their own trash.

### Vendor Rules & Regulations

\_\_\_\_\_ Vendors must carry their own \$1,000,000 liability insurance policy and must list Rochester Main Street as an additional insured.

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

\_\_\_\_\_ 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.

\_\_\_\_\_ Generally, confirmed food vendors may begin booth set-up 2 hours before the event begins. Generally, non-food vendors may begin booth set-up 1½ hours prior. Booth set-up must be completed with all vehicles off the street 30 minutes prior to the scheduled event start time. Vendors arriving after this time will forfeit their booth

and will not be permitted to set up during the event. Registration fees will be forfeited. 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.

### **City & State 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. Vendor displays measuring over 125 square feet (or over 11'x12') are exempt from this. Note that each vendor's physical display needs to be at least 11'x12' to avoid requiring the Hawkers & Peddlers License. If you will have less than 11'x12' display space, obtain applicable permits 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.

---

**Signature of Applicant**

---

**Date**