



**MAYOR'S OFFICE**  
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(978) 829-1801

**AARON TOURIGNY, CHAIRMAN**  
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**Main Street Block Party  
Vendor Application**

**Date and Time: July 3, 2019 from 5:00pm-10:00PM**

**Location: Main Street, Fitchburg**

**Vendor Set Up: 2:00PM**

**Application Deadline: Friday, June 1, 2019**

**Vendor Fee: \$50.00**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

1) Please list the names of employees working the event:

First Name	Last Name

**\*\* Please provide a copy (front and back) of a valid drivers license for each employee.**

**\*\* ALL employees must be able to pass a CORI check.**

2) Please briefly list off a description of vending booth, type of game/giveaway, and any fees, prices or charges (FOOD VENDORS please skip this section). ALL vending spaces are 10ftx10ft and ALL tables must be skirted:

***\*\* Please note ALL vendors must have something free for kids such as a tangible fun game to play, a giveaway item such as ballons, or any other related collectable. Also, any item not listed here cannot be sold.***

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3) Electrical Power is very limited. It is highly suggested vendors use their own generator for power.

- Please indicate if your booth requires City electical power: YES NO

- Please indicate if you will be providing a generator for electical power: YES NO

***\*\* Please be advised that you must have a fire extinguisher on site if using a generator.***

***\*\* Please be considerate of how loud your generator is, and be prepared to move locations if too loud, or have a long enough extension cord to move generator at a further distance.***

4) Required Attachments:

- Application Fee: \$50.00 nonrefundable check or money order made payable to: "Fitchburg Civic Days Block Party 2019."

- Copy of your business' Hawker and Peddler License IF you are selling goods, Food Vendors who have received a food permit, please ignore. A Massachusetts State License is acceptable. If you need a local Hawker and Peddler License, please visit <http://www.fitchburgma.gov/643/Forms-and-Applications> for the application. Please note a SEPARATE application fee of \$25.00 (check or money order) made payable to: "The City of Fitchburg," is required.

- A copy of the front and back of a valid drivers license for every employee working the Block Party.

- Vendors who have a Doing Business As Certificate (DBA), a licensced LLC, Incorporated, etc., must provide a copy of their insurance - naming the City of Fitchburg as Additionally Inusred.

- 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>

**5) FOOD TRUCKS ONLY**

- Please list an amount of space (in feet) that you will need to park your truck/equipment: \_\_\_\_\_
- Please list if you are a truck or trailer: \_\_\_\_\_ **\*\*Trailors must be dropped at event, cannot be attached to a vehicle\*\***
- Which side is your service window on- passenger or driver? \_\_\_\_\_
- Please attach a menu with listed prices.
- Must have a Food Permit with the City of Fitchburg's Board of Health. Please visit <http://www.fitchburgma.gov/643/Forms-and-Applications> for an application. **\*\* An Additional application fee of \$45.00 will be needed at the time you apply with the Board of Health.\*\***
- Please note the generator clause of this application. Vendors must have a fire extinguisher on site if using a generator. Also, please be considerate of how loud your generator is, and be prepared to move locations if too loud, or have a long enough extension cord to move generator at a further distance.

*The Civic Days Committee reserves the right to deny any vendor application or exhibit/ concessioin 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/ concessioin they see as a public safety hazard, inappropriate, or repetative. Vendors will be given a space on a first come, firt serve basis.*

**PLEASE RETUEN THIS FORM BY FRIDAY, JUNE 1, 2019 TO:**

Fitchburg Civic Days 2019  
C/O Mayor's Office  
166 Boulder Drive  
Fitchburg, MA 01420

I/WE \_\_\_\_\_ have read and fully agree to the standards and specification of this application for participation in the July 3, 2019, Fitchburg Civic Days Downtown Block Party