

March 22, 2016

Dear Maine Potato Blossom Festival Vendors,

Every July, when the potato blossoms are in full bloom, Fort Fairfield hosts one of Maine's oldest community festivals, the Maine Potato Blossom Festival (MPBF). Founded in 1937, this event was created to celebrate Maine's supreme commodity; the potato. This nine-day festival features live entertainment each night, athletic contests, one of the largest parades in northern New England, arts & crafts, pageants, great food, spectacular fireworks, a potato picking contest, mashed potato wrestling and much, much more – all in beautiful downtown Fort Fairfield nestled on the banks of the majestic Aroostook River...and you can join the fun!

The MPBF committee is now accepting food, merchandise and informational vendor applications for this year's festival for both profit and nonprofit businesses. The primary vendor days start Thursday, July 14, 2016, and go through Sunday, July 17, 2016. With dozens of family-friendly events, four nights of live music on the new and improved Festival Main Stage and a huge parade on Saturday, the MPBF brings thousands of people to our community to enjoy the fun! We are seeking vendors that can bring great service and quality products to our event, and are especially interested in finding creative vendors that can highlight our Maine ingredient, the potato! So make plans now to attend the Maine Potato Blossom Festival and come experience this Aroostook County tradition!

Important Application Dates

June 1, 2016	Deadline of application with \$10 NON-REFUNDABLE processing fee
June 15, 2016	Notification of acceptance or rejection mailed to vendor applicants
July 1, 2016	Completed contracts will all fees paid to vendor coordinator <i><u>NO Refunds will be given to vendors who withdraw after this date</u></i>
July 14-17, 2016	Vendor event dates. Core Hours of operation are: <u>Food Court Operating Hours</u> Thursday, July 14 - Noon to 10 pm, Friday-Saturday July 15 & 16 - 9 a.m. to 10 p.m. Sunday, July 17 - 9 a.m. to 9 p.m. <u>Non-Food Vendors on Main Street</u> Thursday, July 14 - Sunday, July 17 - Noon to 7 p.m.

Please read the attached vendor guidelines and application forms carefully. The fully completed application becomes the MPBF contract once accepted and all fees are paid. Mail your completed application and processing fee to the Maine Potato Blossom Festival, c/o Lori Risner, 13 Fort Hill Street, Fort Fairfield, ME 04742. For further information or questions, contact the MPBF Vendor Coordinator, Lori Risner at MPBFvendor@fortfairfield.org or 207-472-0690.

Sincerely,

Tim Goff
Maine Potato Blossom Festival Executive Director

Maine Potato Blossom Festival Vendor Guidelines

Application and Review Process

- Vendors must apply by June 1, 2016
- Submit a fully completed application with \$10 **NON-REFUNDABLE** processing fee. Fee will be deducted from total cost upon application acceptance.
- Photos of potato items sold must be included with application for consideration for discount
- Timely applications will be considered before late applications
- MPBF committee reserves the right to reject any and all applications

Vendor Festival Core Hours of Operation

- Food Court Operating Hours
 - Thursday, July 14 - Noon to 10 p.m.
 - Friday - Saturday, July 15 - 16 - 9 a.m. to 10 p.m.
 - Sunday, July 17 - 9 a.m. to 9 p.m.
- Non-Food Vendors on Main Street - Thursday, - Sunday, July 14 - 17 - Noon to 7 p.m.
- Vendors are expected to be set-up and open during the hours listed above
- Vendors can be open beyond the core hours stated if they choose
- Vendors not open during stated hours will not be asked to return
- No refunds will be given if festival hours are shortened for any reason or circumstance

Payments/Refunds

- Vendors must pay their balance in full by July 1, 2016 to secure their booth(s)
- No refunds will be made after July 1, 2016
- Credit Card/Debit Card payments accepted with a 2.5% processing fee
- Payments by check are made payable to "Town of Fort Fairfield"
- No refunds for inclement weather or for requesting to leave early.

*Discount Booth Fees - **NEW this Year to Highlight the Maine Potato***

- A **\$50 booth fee discount** will be given for a minimum of two potato food items and/or merchandise per booth offered for sale and approved by the MPBF committee
- To obtain the discount a separate photo for each potato item to be sold **must** be included with the application, (NOTE: no photos will be returned)
- No credit will be given for potato French fries
- MPBF committee reserves the right to approve or reject items being offered for sale

Pricing For Profit Vendors

- Booth Fees for all four days:
 - 10 ft. X 10 ft. = \$200
 - 10 ft. X 15 ft. = \$250
- Square footage will be calculated on the size of the tent, booth, trailer, etc., plus awnings or outside displays, excluding trailer tongue and hitch.
- Clearly specify total area and side/sides you plan to sell from
- Booths will be sold in 10 X 10 and 10 X 15 (individual or multiple) sections only

Pricing For Profit Informational Booths

- Booth Fee for all four days
 - 10 ft. X 10 ft. only with **NO** electric, water or selling of food or merchandise = \$100

Pricing Non Profit Vendors

- Booth Fee for all four days
 - \$100 for 10 ft. X 10 ft. or 15 ft.
- Square footage calculated on the size of the tent, booth, trailer, awnings or outside displays.
- Booths will be sold in 10 X 10 and 10 X 15 (individual or multiple) sections only

Electric Hook-ups

- Electric hook-ups are included in the booth fee and are first come, first served.
- Electrical requirements must be clearly stated in the application
- Adequate electrical hook-ups will be provided based upon your accurate information
- Additional charges may be warranted to meet you extraordinary requirements
- Vendors will be notified of additional charges prior to application acceptance

Potable Water Hook-ups

- Water will be available for those who require it with no additional charge
- Vendors must have an adequate length of potable hose connection to our service

Insurance, Licenses, Permits and Taxes

- Vendors are responsible for procuring all necessary Town of Fort Fairfield and State permits and/or licenses and collecting all state and federal taxes
- Proof of insurance and all necessary documentation must accompany your application
- Necessary permits and licenses must be displayed in your booth during the festival
- Vendors must carry a minimum of \$500,000 liability insurance coverage naming the MPBF Committee as certificate holder
- MPBF committee disclaims any authority of control over the operation of vendors.
- Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities related to all local and state ordinances and regulations
- MPBF Committee has the right to remove anyone not complying with the rules.

Inspections

- Booths will be inspected by a State of Maine Health Inspector

Items to be sold

- No items bearing the words "Maine Potato Blossom Festival" may be sold on the grounds without prior permission of the MPBF Committee.
- No sex or drug oriented items, sprays, or noisy items can be sold
- MPBF Coordinator retains the right to order the immediate removal of unsuitable item(s)
- Food and merchandise vendors are limited to selling only those items listed on their contract
- MPBF Committee retains the right to reject or limit items or vendors selling any item
- Not removing items from sale that the MPBF Committee deems unsuitable will lead to removal of your entire booth with no refund.

Vendor Placement

- Returning Vendors can request same location on application
- All vendors will be notified of booth location by July 7, 2016

Festival Parking

- Food Court Vendors may park directly behind the food court on Municipal Drive or within the Old Key Bank Parking lot (Vendor Parking Signs will be posted on lots)
- Additional Parking for all Vendors will be available at the open lot adjacent to the IGA parking
- Vendors are asked to not park on Main Street

Set-up

- All vendors must be in place by 12:00 noon on Thursday, July 14th.
- Vehicle access for booth set up and supply restocking must be before 9 a.m. and after 7 p.m.
- Not removing vehicles from booth site will lead to removal of your entire booth with no refund
- Vendors will not be allowed to nail, screw or attach anything to columns, trees, doors, etc.
- Campers, trailers and tents are not allowed on Main Street or Riverside Park at any time
- No beer is allowed outside of the beer garden and no dogs are allowed in the food court

Camping Availability

- Located at F.A.R.M. Park, 119 West Limestone Road, Fort Fairfield, ME 04742, <http://www.mapquest.com/us/maine/business-fort-fairfield/farm-park-345079959>
- Cost is \$35 for the 4 day event
- Space is available for setting up campers, trailers or tents
- The facility offers a bath-house with showers and electrical hook ups
- Available on a first come, first served basis

Health, Safety and Trash Removal

- Vendors are responsible for maintaining a safe and clean location for the public
- All trash must be boxed or bagged and placed in the containers provided
- No liquid waste can be discharged on the grounds
- No solid materials can be dumped with the grey water
- Vendors who violate these rules may be subject to fines or be shut down

Security of Property

- Vendors are responsible for securing all their property at the booth site
- Local police will be patrolling the vendor booth sites between 10:00 p.m. to 9:00 a.m.
- MPBF committee assumes no responsibility or liability for vendor property loss or damage

Booth Cleanup and Removal

- Vendors are responsible for removing all of their property and cleaning the booth space at the close of the festival and failure to do so will prevent your return to future events
- A dumpster will be located in the food court area for trash disposal

Maine Potato Blossom Festival Vendor Application

Vendor Information

Business or Organization Name:

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Cell Phone: _____

E-Mail Address: _____ Website: _____

State Sales Tax Number: _____

Do you want your contact information released to other event organizers?

Yes No

Booth Information & Vendor Placement

1. How will your booth be set up?

Tent Trailer Enclosed Booth Open with Table

What side/sides do you plan to sell from _____

2. Size Requirements: (If multiple spaces needed, list quantity)

10 ft. x 10 ft. - \$200 For Profit Vendors Selling

10 ft. x 10 ft. - \$100 Non Profit Vendors and Informational For Profit Vendors

10 ft. x 15 ft. - \$250 For Profit Vendors Selling

10 ft. x 15 ft. - \$100 Non Profit Vendors

3. Indicate the **exact length** of any trailer/hitches impacting your booth. You won't be charged for it, but will help determine how much space is needed between vendors.

Trailer tongue/hitch length _____

4. Electrical Requirements:

Voltage: 110V _____ 220V _____ Amperage: 20 amps _____ 30 amps _____

5. List all equipment requiring electricity:

(NOTE: Additional Electricity Charges may be applicable based upon the requirement)

6. Camping (\$35 for length of exhibiting)

7. Do you use fuel? ___No ___Yes - circle which type

propane wood charcoal other _____

Items Selling

1. Please list ALL items you plan to sell, including beverages.
(List potato items separately below that apply to the \$50 booth discount)

ITEM	PRICE
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2. Are you bringing potato food or merchandise items to sell to receive the \$50 booth discount?

___No ___Yes

3. List potato items and price:

4. List your request for prior booth location or any special requirements needed:

Charges

Booth(s)	+ \$
\$50 Discount per booth for selling at least 2 approved potato items per booth	- \$
Additional electric charges, if applicable	+ \$
F.A.R.M. Park Camping Fee	+ \$
Any additional fees identified during application review	+ \$
\$10 Application Processing Fee once application accepted	- \$
Total Due before July 1, 2016	\$

Payments

- Payments by check to be made payable to “Town of Fort Fairfield”
- Credit Card/Debit Card payments accepted with a 2.5% fee

Credit Card Information

Name: _____

Credit Card Type _____ Credit Card# _____

Security # _____ Code _____ Expiration Date _____

Phone _____

READ and INITIAL each item below

	I have read and agree to comply with the application guidelines and requirements
	I have included a signed application.
	I have included a NON-REFUNDABLE \$10 application fee
	I understand my space rental fee cannot be refunded after July 1, 2016
	I understand that the Maine Potato Blossom Festival does not carry insurance to cover my personal property and that I store my equipment at my own risk.
	I understand that the Maine Potato Blossom Festival committee will determine my booth location.
	I have read all the Maine Potato Blossom Festival guidelines and agree to abide by all of them.
	I understand as an Informational Booth Vendor, I cannot sell any food, products or services
	VENDORS SELLING FOOD & MERCHANDISE ONLY
	I agree to provide certification of insurance and name the Maine Potato Blossom Festival Committee as the Certificate Holder and have attached all required licenses and permits.
	I understand that I am responsible for reporting sales tax directly to the State of Maine.
	I have enclosed a photo of each potato item to be sold to be eligible of the \$50 booth discount and that the photos will not be returned

LEGAL DISCLAIMER

By executing this agreement, the undersigned agree(s) for himself, herself, itself and it's/their successors, heirs and assigns that participation in the Maine Potato Blossom Festival, as described herein, shall be at the risk of the undersigned, and that the undersigned hereby releases and forever discharges and expressly agrees to indemnify and hold harmless the MAINE POTATO BLOSSOM FESTIVAL, THE TOWN OF FORT FAIRFIELD, MAINE, and the officers, directors, employees, agents and members of either organization, together with their successors and assigns of and from all debts, demands, actions, causes of action, suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, extents, execution and liabilities whatsoever including, without limiting the generality of the foregoing, claims for contribution, exoneration or indemnity, or any other thing whatsoever which might arise from the undersigned participation in the Maine Potato Blossom Festival.

The undersigned acknowledges that he/she has read and understood the foregoing, and that he/she has been advised to consult with an attorney if he/she has any questions and further acknowledges that he/she must abide by all the RULES and ORDINANCES of the MAINE POTATO BLOSSOM FESTIVAL AND THE TOWN OF FORT FAIRFIELD.

Signature _____

Print Name: _____ Date _____

MPBF Committee Use Only

Processing Fee \$	_____	Check#/Credit	_____	Date Paid	_____
Booth Fee	\$ _____	Check#/Credit	_____	Date Paid	_____
Electric Fee	\$ _____	Check#/Credit	_____	Date Paid	_____
Other Fee	\$ _____	Check#/Credit	_____	Date Paid	_____
Subtotal	\$ _____				
Processing Fee	\$ - _____				
Booth Discount	\$ - _____				
Total	\$ _____	Check Number	_____	Date Paid	_____