



Policies & Guidelines for Food Vendors

Molly Ockett Day

Saturday, July 21, 2018

9am – 5pm

Molly Ockett Day is a GREEN EVENT!

We require all food vendors to use compostable paper serving dishes and compostable cutlery. Please contact the Bethel Area Chamber of Commerce for assistance with purchasing these goods if you do not have a source.

We will provide recycling and composting containers to keep as much waste out of the dumpsters as possible.

NO EXCEPTIONS!

- Molly Ockett Day is a **rain or shine** event.
- **Set-up times:** Friday, July 20, 4-7pm (NO overnight security available) or Saturday, July 21, 6:30am-9am.
- Vendors **must** be set up by 9am and vehicles moved to off-street parking by 9:00am.
- **Space:** Your 10'x10' tent plus 2' of clearance on each side = **14'x14' total space**. Additional space may be purchased (see application on next page).
- Tents, tables, and chairs are NOT provided.
- Vendors **must** staff their booths from 9am-5pm on the town common.
- Vendors **must** bring an adequate amount of food to last the entire event time of 9am-5pm.
- Vendors **may stay open through the fireworks** at approximately 9pm, if they wish.
- Location or designated boundaries of any booth space may not be changed. All tent supports, trailer hitches, propane tanks, etc., must be within the boundaries of their assigned booth spaces.
- NO sewer or water hookups available on the town common.
- NO grease disposal available.
- NO sharing of spaces. Each business/organization must apply for booth space separately.
- **Electricity & Propane:** Power is limited to certain booth areas. Be sure to complete the section of the application on electrical needs, listing specific power requirements 110v or 220v. Vendors must bring suitable cords and outlet strips to meet their needs.
- **Fire Safety:** Any vendor using cooking equipment must have a 40 BC-minimum fire extinguisher. Any vendor who serves food must have a 20 BC-minimum fire extinguisher. The fire marshal requires that propane tanks be secured firmly on a hard, non-combustible surface, i.e. cement blocks, tin, etc. **Vendors must supply their own surface on which to secure tanks - the ground alone does not qualify.**
- **Insurance:** Accepted vendors will be *required* to provide the Bethel Area Chamber of Commerce with a **certificate of insurance** with **no less than \$1,000,000** general liability insurance **and naming the Bethel Area Chamber of Commerce as the additional insured**. Vendors assume all risk for their property. The Chamber will not be responsible for any loss or damage from any cause.
- **Licenses:** Vendors are responsible for acquiring all necessary state and town licenses. Licenses must be displayed at the concession site for government inspectors.
- Selection of food vendors will be made on the basis of quality and pricing, with the priority of providing a variety of menu choices for this event. You may be asked to adjust your menu based on what other vendors are planning to offer, if another vendor signed up first.
- **\$10 fee for all cancellations. No refunds after June 15.**



Food Vendor Application & Contract

Molly Ockett Day

9am – 5pm, Saturday, July 21, 2018

Please read, sign, and return this application with fee by May 7th for space configuration deadline.

Business/Organization: _____

Contact Person: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____

Email _____ Website _____

Check one:

- I am a NEW vendor.
- I have been a vendor at Molly Ockett Day before.

Green Policy

- I understand that Molly Ockett Day is working towards becoming a more environmentally sustainable event and all my serving dishes and cutlery will need to be compostable.
- Please contact me with a list of compostable items available for purchase.

Menu items and prices. We avoid duplication of items among vendors (except bottled beverages*). We may ask you to remove items from your menu if another vendor has already agreed to sell the same thing. We will contact you well in advance of the event to confirm your items. At the event, we reserve the right to ask you to remove unapproved items from your menu.

Item	Price

TOWN COMMON SPACES

<input type="checkbox"/>	Commercial business 14'x14' standard space	\$275						
<input type="checkbox"/>	Commercial business XL space My booth is _____ feet long + 4' of clearance= _____ x \$20 per foot=	\$						
<input type="checkbox"/>	Local (within SAD #44) non-profit/church 14'x14' standard space	\$125						
<input type="checkbox"/>	Non-local (outside SAD #44) non-profit/church 14'x14' standard space	\$175						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Electrical requirements</th> <th style="width: 33%;">Preferred set-up time</th> <th style="width: 33%;">Preferred take-down time</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> 110v <input type="checkbox"/> 220v <input type="checkbox"/> None needed </td> <td> <input type="checkbox"/> Friday, July 20, 4-7pm (No overnight security provided) <input type="checkbox"/> Saturday, July 21, 6:30-9am </td> <td> <input type="checkbox"/> 5pm Saturday <input type="checkbox"/> After fireworks (approx. 9:30pm) </td> </tr> </tbody> </table>			Electrical requirements	Preferred set-up time	Preferred take-down time	<input type="checkbox"/> 110v <input type="checkbox"/> 220v <input type="checkbox"/> None needed	<input type="checkbox"/> Friday, July 20, 4-7pm (No overnight security provided) <input type="checkbox"/> Saturday, July 21, 6:30-9am	<input type="checkbox"/> 5pm Saturday <input type="checkbox"/> After fireworks (approx. 9:30pm)
Electrical requirements	Preferred set-up time	Preferred take-down time						
<input type="checkbox"/> 110v <input type="checkbox"/> 220v <input type="checkbox"/> None needed	<input type="checkbox"/> Friday, July 20, 4-7pm (No overnight security provided) <input type="checkbox"/> Saturday, July 21, 6:30-9am	<input type="checkbox"/> 5pm Saturday <input type="checkbox"/> After fireworks (approx. 9:30pm)						

***Beverage Policy:**

Coca-Cola of Northern New England is our tent and beverage sponsor. Please respect this and do not sell competitor products.

Notes/Special Requests:

Insurance: Food vendors are required to provide proof of at least \$1,000,000 in general liability insurance. ***Certificate must name the Bethel Area Chamber of Commerce as the additional insured.*** Vendors assume all risk for their property. The Chamber will not be responsible for any loss or damage from any cause.

- I have enclosed a copy of my certificate of insurance.
- My certificate of insurance will come directly from my insurance company.
Company name: _____

Payment Information

- I have enclosed a check or money order (Made payable to Bethel Area Chamber of Commerce)
- Please charge my credit card (Visa, MasterCard, AMEX, or Discover):

Name on card _____
 Card number _____ Exp. Date ____ / ____
 Security code on back _____

Billing address, if different than above mailing address:

Business/Organization: _____

Contact Person: _____

Address: _____ City _____ State ____ Zip _____

Email _____

Waiver of Liability: In consideration of the acceptance of this application, the exhibitor agrees that any and all items shall be displayed at the sole risk of said exhibitor, and said exhibitor shall be responsible for his or her activities and those of his or her agents or employees, and shall hold the Bethel Area Chamber of Commerce and the Town of Bethel harmless from any and all claims for damages or injuries to persons or properties which may arise at Molly Ockett Day, July 21, 2018. Said exhibitor also agrees to remain set up for the duration of the fair unless weather conditions warrant early departure.

I agree to abide by the terms of this contract:

_____ **Signature** _____ **Date** _____

Please keep a copy for your records. You will receive notification of your booth location by July 2.

Return application & payment to:
 Bethel Area Chamber of Commerce
 P.O. Box 1247
 Bethel ME 04217
 Phone: (207) 824-2282
 Fax: (207) 824-7123
info@bethelmaine.com