



Food Vendor Policies & Guidelines

Molly Ockett Day

Saturday, July 20, 2019

9am – 5pm

Molly Ockett Day is a **GREEN EVENT!**

All food vendors are **required 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!**

Returning Vendors: Please return this application w/ payment by April 1st to be assigned the same space as last year.

- Molly Ockett Day is a **rain or shine** event.
- **Set-up times:** Friday, July 19, 4-7pm (NO overnight security available) or Saturday, July 20, 6:30am-9am.
- Vendors **must** be set up by 9am and vehicles moved to off-street parking.
- Vendors **must** staff their booths from 9am-5pm unless severe weather becomes a factor.
- **Space:** Your 10'x10' tent, trailer, or truck **with 2' of clearance** on each side = **14'x14' total space**.
- Additional space may be purchased. See the application on next page.
- Tents, tables, and chairs are NOT provided.
- 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.
- 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.
- NO sewer or water hookups are 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.
- **\$10 fee for all cancellations. No refunds after June 21st.**
- **Designated boundaries** and locations of assigned space **may NOT be changed.** All tent supports, trailer hitches, serving counters, propane tanks, etc. **must be WITHIN the boundaries** of the space you pay for. **NO EXCEPTIONS!**



Food Vendor Application & Contract

Molly Ockett Day
Saturday, July 20, 2019
9am – 5pm

Returning Vendors: Please return this application w/ payment by April 1st to be assigned the same space as last year.

Business/Organization: _____

Contact Person: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____

Email _____ Website/Facebook _____

Check one:

- I'm a NEW vendor to Molly Ockett Day.
- I'm a Returning Vendor from 2018 Molly Ockett Day.

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

Space Request

Commercial Business Standard Space 14'x14'	\$275
Commercial Business XL Space My trailer/tent/truck is _____ feet long PLUS 4 feet (2 feet of clearance on each side) = _____ Total Length X \$20 per foot =	\$
Non-profit Vendor Standard Space 14'x14'	\$150
Nonprofit Vendor XL Space Total Space Length Needed _____ X \$10 per foot =	\$
Electrical requirements <input type="checkbox"/> 110v <input type="checkbox"/> 220v <input type="checkbox"/> None needed	Please select a set-up time <input type="checkbox"/> Friday, July 19, 4-7pm (No overnight security provided) <input type="checkbox"/> Saturday, July 20, 6:30-9am
Preferred take-down time? <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: Accepted 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 20, 2019. 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 space location by June 24th.**

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