

**FOOD VENDOR APPLICATION**  
**Apple Harvest Day – Saturday, October 7, 2017**



*Festival Underwriter*

Date: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_.

**Please select the proper category**

Check Here	CATEGORY	EARLY BIRD DISCOUNT FEE (if received prior to 4 pm 7/31/2017)	STANDARD FEE (if received after 4pm 7/31/201)
	<b>Restaurants in Festival Venue</b> (Address must be Orchard St, First St, Second St, Franklin Plaza, or 353 to 478 Central Ave)	Free <b>(no-shows will be charged a fee)</b>	<b>\$50</b> <b>(Subject to availability)</b>
	<b>Apple Orchard</b> (selling apples)	Free	Free
	<b>Food Vendor</b> (Vendors with generators will be located in Henry Law Park or Third St Food Court)	\$25 per foot of frontage	Guaranteed to Sell Out!
	Check here if you will have a generator, hotplates or flame in food vendor area		
	<b>Chamber Member Discount</b> (subject to verification; must be current member in good standing)		25% off = \$ _____
		<b>TOTAL FEE</b>	\$ _____
	Check here if you <b>do not</b> wish to be contacted regarding the <b>Festival Guide Advertising</b>		

- **Vendors are responsible for their own trash. If you don't take your trash with you, you will not be asked to return.**
- **All food vendor spaces are assigned according to purchased frontage by foot \$25 per foot.**
- **No electricity or water hookups are available.**
- **You must provide your own tent, tables and chairs.**
- **No guarantees can be made regarding requested locations or accommodations.**
- **No guarantees can be made regarding product or industry exclusivity.**
- **See back page for REQUIRED INSURANCE information.**
- **Please give a brief description of your vendor booth at bottom of next page.**

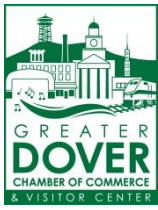
Please make checks payable to:  
 Greater Dover Chamber of Commerce

Mail all required items to:  
 Greater Dover Chamber of Commerce  
 550 Central Ave  
 Dover, NH 03820

Questions? Call 603-742-2218 or  
 email info@dovernh.org

<b>Office Use Only</b>	
Date Received: _____	Paid by: Check # _____
Amount Paid: _____	Booth Assignment: _____

**Required: Review and initial every item on the next page and complete with your signature**



# Apple Harvest Day Rules & Regulations

Please review and initial the line next to each item.  
Sign the bottom of the form and submit with payment  
Insurance must be received prior to booth confirmation



## Vendor Registration Policy

- **Payment must be received with application.** Vendor spaces are not reserved until a completed registration form, payment and insurance coverage have been received.
- No rain date is scheduled. **This is a rain or shine event.** Application fees are non-refundable in all circumstances
- Booths will start to be assigned following the open application period that ends at 4 pm on July 31, 2017. No vendor space will be assigned prior to that date. Confirmation e-mails including booth assignments and instructions will be **provided by email and online at** <https://www.dovernh.org/apple-harvest-day> not later than one week prior to the event.
- **All vendors must submit a valid Certificate of Insurance. No exceptions!** Certificates must show a liability limit of \$1,000,000 per occurrence and name the **Greater Dover Chamber of Commerce as Additional Insured.** You can request this addition to your current liability insurance provider or, you can access <https://www.dovernh.org/apple-harvest-day> and click the link to purchase a one day insurance policy at an estimated \$65 for the day. The **Insured Name must match the name on the vendor application.**

## Vendor Rules & Regulations

**Food Vendor spot assignments will be confirmed in early September, not before.**

- Confirmed food vendors will be contacted with set up times and location in early September.
  - All food vendors must be completely set up and vehicles off the park lawn by 8 am on morning of festival, no exceptions! Day before set up is possible for those food vendors with more than 15' of space. **Vendors arriving after 8:00 am forfeit their booth and will not be permitted to set up during the event.**
  - **Vendor booths must remain open and staffed until 4 pm.** Any vendor breaking down before 4 pm or not packed up and off the site by **5:30 pm will be excluded from next year's event.**
  - All items related to vendor spaces must remain stationary throughout the event. **No "roaming" is allowed.**
  - **No electricity or water hook ups are available.** Applicants are responsible for providing their own tent, tables, chairs, canopies, etc. **All tents and canopies must be properly secured and anchored.**
  - **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 will result in exclusion from next year's event.
  - **Generators, heating devices and open flames are only allowed in the Food Court areas.**
- PERMITS REQUIRED:**
- **Vendors selling food and beverage items (including apples) must obtain (and display) a Dover Health Permit by calling the City of Dover at 603-516-6038.** For this permit, a copy of liability insurance will need to be submitted to the City prior to the date of the event.
  - Additionally, vendors selling non-pasteurized products, such as apple cider, need signage advising consumers of the non-pasteurized product. **FREE Samples do not require a permit**
  - **Food vendors also must have a valid Meals and Rentals Tax License**, which can be obtained free of charge from the NH Department of Revenue Administration at 603-230-5000.
  - **Gambling and games of chance are not permitted.** **Raffles** are allowed, but should be noted on application with type of raffle and contact person for any questions

**Please give a short description of the food items you will be serving**

*No guarantees can be made regarding requested locations or accommodation, and no product or industry exclusivity.*

Signature of Applicant

Name (Please Print)

Date