



Saturday, October 3, 2020



Festival Underwriter

# FOOD SERVICES APPLICATION

**Application deadline is Friday September 4, 2020, or while space is available**

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Check Here	CATEGORY <i>Vendor type and rate will be at the discretion of the GDCC and the Apple Harvest Day committee</i>	EARLY BIRD FEE <i>(if received BY 7/31)</i>	STANDARD FEE
	<b>Restaurants in Festival Footprint</b> Address must be located in festival footprint. Contact Chamber with questions <b>Free space not be used or given to a substitute organization</b> <b>No-shows will be charged \$75</b>	Free	<b>Subject to Availability</b>
	<b>Apple Orchard</b> For sale of primarily apples and/or apple products (i.e. apple cider) <b>No-shows will be charged \$75</b>	Free	
	<b>Food Vendor</b> For food prepared on the spot and meant for on-the-spot consumption.	\$25 per foot of frontage <b>(\$250 minimum)</b>	
<b>Chamber Member Discount – 25%</b> <i>(subject to verification - must be current member in good standing)</i>			
	<b>TOTAL FEE</b>	\$ _____	

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

Will you will have a generator, hotplates, or flame?

Yes    No

**Please make checks payable to: GDCC**

**Send all required items to:**

Greater Dover Chamber of Commerce  
 550 Central Ave, Dover, NH 03820

**Signature needed on 2<sup>nd</sup> Page**

**Questions?** Call 603-742-2218 or email [info@dovernh.org](mailto:info@dovernh.org)

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## Apple Harvest Day Rules & Regulations

Please initial each item  
to confirm you have read and understand  
Vendor Registration Policy

- **Payment must be received with application.** Vendor spaces are not final until a completed registration form, payment, and **insurance coverage** are received.
- **All vendors must submit a valid Certificate of Insurance and name Greater Dover Chamber of Commerce "Additional Insured." No exceptions!** Certificates must show a liability limit of \$1,000,000 per occurrence. 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. **Please make sure we are able to match the Insured Name with the name on the vendor application.**
- No rain date is scheduled. **This is a rain or shine event. There will be NO REFUNDS for this event for any reason.**
- **Final booth placement will be assigned two weeks prior to the festival date.** All requested booth spaces will be considered, but there are no guarantees of location. 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.
- **Vendor type and rate will be at the discretion of the GDCC and the Apple Harvest Day committee.**

### Vendor Rules & Regulations

- All food vendors must be completely set up and vehicles off the park lawn by 8 am on morning of festival. 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 located in Henry Law Park and Third Street.**
  - **Gambling and games of chance are prohibited.** Raffles are allowed, but should be noted on the application with type of raffle, date of drawing, and contact person for any questions.
- FOOD 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. **Free samples do not require a permit**
  - Vendors selling **non-pasteurized products**, such as apple cider, need signage advising consumers of the non-pasteurized product.

#### Office Use Only

Date Received: \_\_\_\_\_

Paid by: Check # \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Booth Assignment: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date