

Festival Underwriter



Saturday, October 5, 2019

FOOD VENDOR APPLICATION

**VENDOR APPLICATION deadline Friday July 31, 2019
(limited availability - sure to sell out)**

Date: _____ Email: _____

Business Name: _____ Phone: _____

Contact Name: _____ Website: _____

Mailing Address: _____ City, State, Zip: _____.

Please select the proper category

Check Here	CATEGORY	STANDARD FEE (Deadline 7/31/19)
	Restaurants in Festival Venue (Address must be Orchard St, First St, Second St, Franklin Plaza, or 353 to 478 Central Ave)	Free (no-shows will be charged a fee & not able to return)
	Apple Orchard (selling apples)	Free
	Food Vendor (Vendors with generators will be located in Henry Law Park or Third St Food Court)	\$25 per foot of frontage
	Check here if you will have a generator, hotplates or flame in food vendor area	
	Chamber Member Discount (subject to verification; must be current member in good standing)	25% off = \$ _____
	TOTAL FEE	\$ _____

- **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: GDCC

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

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

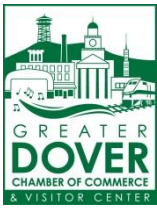
Office Use Only

Date Received: _____

Paid by: Check # _____

Amount Paid: _____

Booth Assignment: _____



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, 2018. 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.

Please initial each item to confirm you have read and understand.

- 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 question

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