

Ogunquit's Day in the Park

Dorothea Jacobs Grant Common, Obed's Lane, Ogunquit
A new community event with music, vendors, children's activities and food trucks

June 16, 2018, 10am to 5pm

Hosted by the Ogunquit Chamber of Commerce with
major support from the Town of Ogunquit's Parks & Recreation Committee

vendor application

Vendor Information:

applicant name _____

company name _____ ME sales tax ID # _____

address city/state/zip _____

phone _____ alternate phone _____

email address _____

website _____

Product information:

Please list all items that you plan to sell and include photos of your work. Only items listed and approved may be sold.

Booth type (check one)

All spaces are 10' wide and 10' deep (unless otherwise arranged with the Ogunquit Chamber).

Non-Profit: \$50

Merchandise Vendor: \$100

If you have questions about which category you fit into, please call us at 207-646-1279.

Total Fees:

number of spaces ____ x amount per space \$ ____ = \$ ____

Make checks payable to Ogunquit Chamber of Commerce or fill out credit card info on next page.

Application deadline extended to April 6, 2018. Spaces will be assigned by April 10, 2018.

OGUNQUIT CHAMBER OF COMMERCE

PO Box 2289, Ogunquit, ME 03907
ogunquit.org

207-646-1279
visitogunquit.org

Ogunquit Chamber of Commerce Vendor Hold Harmless Agreement

Please review, sign, and return along with your application.

By executing this agreement, the undersigned agree(s) for himself, herself, itself and their successors, heirs and assigns that participation in the Ogunquit Chamber of Commerce bazaars as described herein, hereby releases and forever discharges the Ogunquit Chamber of Commerce, and the officers, directors, employees, agents, and members of either organization, together with their successors and assigns of and from all debts, demands, actions, causes of action suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, extents, execution and liabilities whatsoever including, without limiting the generality of the foregoing, claims for contribution, exoneration or indemnity, or any other thing whatsoever which might arise from the undersigned's participation in the Ogunquit Chamber of Commerce's bazaars.

I understand and agree to adhere to the following:

1. I have read and understand the Craft/Trade Vendor Terms and Conditions for Participation.
2. I understand that no pets are allowed on the festival grounds.
3. I understand that vehicles may not be parked on the grounds. After unloading, all vehicles must be moved to the designated vendor parking area for the duration of the festival.

Company Name: _____

Applicant's Name: _____

Signature: _____ Date: _____

Credit Card Info

(if you prefer to pay by credit card rather than check)

credit card number _____ expiration date ____ / ____

billing address _____

CVV2# _____ name on card _____

signature _____

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Vendor Terms and Conditions

General Information

- Festival date: June 16, 2018, 10am to 5pm, Rain or shine.
- Festival Location: Dorothea Jacobs Grant Common, Obed's Lane, Ogunquit
- All spaces are 10'x10'. Vendors are encouraged to bring a pop-up tent.
- Booth fee provides you with one 10' x 10' space and one parking space at a designated nearby lot. Full payment must be received in order for application to be considered complete. No refunds will be issued for cancellations unless the space is re-rented. Refunds are subject to a \$25 handling fee.
- Vehicles are not allowed on festival grounds - loading and unloading must take place from Obed's Parking Lot, adjacent to the park.
- Overnight security is not provided. Overnight accommodations are not available at the site.
- Space will be assigned with goal to creating a balanced variety of products, with a limited number of spaces per category: artisans, crafters, gourmet foods, apparel. Preference will be given to local vendors of handcrafted items.
- No items using the festival name or logo may be sold without prior approval.
- Games of chance or raffles are allowed only by non-profit vendors.
- Smoking, alcoholic beverages and drugs are prohibited.
- No pets allowed.
- The festival committee reserves the right to approve or restrict any business from exhibiting and to remove anyone not complying with the rules, without issuing a refund.

Pricing

- \$100 per space for artisans and crafters selling handcrafted, first-quality items which are their own intellectual property.
- \$50 per space for local non-profit and charitable organizations.
- \$300 per space for food truck vendors.

Insurance, Permits, and Licenses

- A certificate of insurance should be provided, naming Ogunquit Chamber of Commerce and Town of Ogunquit as additional insured during the dates of the festival.
- All vendors must have a valid Maine Sales Tax Permit obtainable through the State of Maine, Bureau of Taxation, by calling (207) 624-9693 or online at www.maine.gov/revenue. (Under Useful links, look at the 6th item on the list, and click "online".) It is the responsibility of the vendor to collect Maine sales tax. Your Maine Sales Tax ID number will be required before you will be able to set up your booth at the festival.
- Food vendors must display a copy of a current health license.

Lighting and Electrical

No electricity or lighting is available for vendors. Because of the proximity to musical entertainment, generators are prohibited.

Booth Set-Up and Breakdown

- Set-up begins Saturday morning at 6:30am and must be completed by 10am. Exhibitors are responsible for their own set-up and breakdown. Please be prepared to move your goods over gravel and grass.
- Vehicles will be allowed to park in Obed's Parking Lot (gravel) for 20 minute unloading and then moved to a designated off-site lot.
- Booths will be set on grass.
- Booths must be completely removed by 6:30pm.

Application

Applications deadline: March 30, 2018.
Applications will not be considered unless complete.
Please use the following checklist to ensure your application is complete:

- Application form
- Hold Harmless Agreement
- Insurance Certificate
- Booth Fee
- Photographs of Merchandise Samples and/or Link to Your Website

Mail to:
Ogunquit Chamber of Commerce
PO Box 2289
Ogunquit, ME 03907

If you have any questions about any part of this application, please contact the Ogunquit Chamber of Commerce at 207-646-1279.

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