



# FRIDAY NIGHT LIVE

## SPECIAL EVENT VENDOR APPLICATION

**Directions:** Each booth operator/vendor must complete and sign this community event vendor application and return it to the event organizer with payment **PRIOR** to the event date. The event may be inspected by the State of Vermont based on a risk assessment. In the event that the participating event is inspected we encourage all our vendors to provide complete documentation to the state inspector at the time of review.

<b>VENDOR</b>	VENDOR ORGANIZATION OR NAME OF BOOTH:			Will food be served?	
				YES	NO
	CNUMBER OF SPACES (10x10):	Power Required (nominal charge)		Power Requirement Description:	
		YES	NO		
	Downtown power resources are limited. Electric grills and deep fryers are not permitted. Power resources will be granted on a first come basis. Additional fees for power use will be applied. Vendors will be required to provide their own extension cords and other related materials.				
	Contact Person:			Are you operating from a vehicle? / dimensions:	
Mailing Address:			City:		
State:		Zip:	Phone:	E-Mail:	
			Day of event phone:		

<b>MENU / PRODUCT</b>	<b>(FOOD VENDORS) - Description of Food Items</b>				
	_____				
	_____				
	_____				
<b>Other Vendors - Description of Items being sold</b>					
_____					
_____					

<b>Select Your Dates:</b>	<b>JUNE 24</b>	<b>JULY 1 = None</b>	<b>JULY 8</b>	<b>JULY 15</b>
<b>FEE SCHEDULE</b>	<b>JULY 22</b>	<b>JULY 29 = Sidewalk Sales</b>	<b>AUG 5</b>	<b>AUG 12</b>

Type of Vendor	10x10 space	Additional Space 10x10	Power per circuit	Subtotal
Non Profit/Civic/Fraternal	15.00	20.00	5.00	
For Profit / Sales (Food or Products)	25.00	20.00	5.00	
No Sales - Promotional / Informational	20.00	20.00	5.00	

<b>ATTENTION NON PROFITS WHO ARE NOT IN THE DOWNTOWN DISTRICT: PLEASE SEE PAGE 2 FOR NEW PROCEDURES REGARDING YOUR PARTICIPATION</b>		Per Night Total _____
Return completed form with payments and copy of insurance to: Downtown Rutland Partnership 103 Wales Street, Rutland VT 05701 c/o Events Coordinator		Total Nights: _____
		<b>Total Due:</b> _____

# **Downtown Rutland Partnership SPONSORED SPECIAL EVENT**

## **RULES AND REGULATIONS**

### **PAYMENTS AND PAPERWORK**

- Vendors shall be required to complete and sign the vendor application, submit the required insurance documents and pay the required vendor fees to event organizers.
- The Downtown Rutland Partnership requires all vendors to provide copies of any permits or licenses required by the city or state.

Payment is required with the submission of this application and is non-refundable.

Please make check payable to Downtown Rutland Partnership and return with the application form and signed agreement : Downtown Rutland Partnership, 103 Wales Street, Rutland, VT 05701

### **SPACE ALLOTMENTS:**

A 10 x 10 spaces will be allocated to each vendor.

### **SET UP AND TAKE DOWN**

**EVENT HOURS: Friday Nights 6:00 pm to 10:00 pm**

- Vendors must be set no later than 5:45 pm. We request vendors leave exhibits up until at least 9:00 pm. Every vendor is responsible for weighing down the corners of their tents.

**Vendors who elect to stay until 10:00 pm will be placed closer to the entertainment tent.**

**Due to the popularity of this event, there are a limited number of vendor spaces. The DRP reserves the right to jury each vendor application. Additional information may be required. If your application is refused, any payment will be returned.**

**ATTENTION NONPROFITS OUT OF THE DOWNTOWN DISTRICT: For Friday Night Live there will be two spots available each night for out-of-district nonprofits. It is our plan to fill these on a rotating basis. Of the six dates available prioritize which Fridays you would like to be represented. We will then charge you accordingly for your space. Please number your dates on the front page.**

Note: Friday/Saturday July 29-30 are the dates of the Annual Sidewalk Sales/ Food Festival. Participation in this event requires a separate application.

**KEEP FOR YOUR FILES**