

**FRIDAY  
JULY 29, 2011**

# SIDEWALK SALES & FOOD FESTIVAL

## SPECIAL EVENT VENDOR APPLICATION

**SATURDAY  
JULY 30, 2011**

**Directions:** Each booth operator/vendor must complete and sign this Vendor Application and return it to the event organizer with payment in full on or before July 1, 2011. 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. Copies of necessary forms are included in this packet.

VENDOR	VENDOR ORGANIZATION OR NAME OF BOOTH:			Will food be served?	
				YES	NO
	CONTACT PERSON:	Power Required (additional 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.				
Are you operating from a vehicle? / dimensions:					
Mailing Address:		City:	State:	Zip:	
Phone:		E-Mail:			
Event Day Phone:					
MENU / PRODUCT	15. Menu (Food Vendors) - List all food and beverage items to be served (main dishes, condiments, drinks, etc.)				
16. Saleable Items - Please describe what you will be vending at this event:					

### FEE SCHEDULE



Type of Vendor	10x10 space	Additional Space 10x10	Power per circuit	Subtotal
Non Profit/Civic/Fraternal	75.00	80.00	25.00	
For Profit / Sales (Food or Products)	110.00	80.00	25.00	
No Sales - Promotional / Informational	50.00	80.00	25.00	

**LATE FEE:** Applications not postmarked by July 1, 2011 will be subject to a \$20.00 late fee.

Return completed form with payment and copy of insurance to:  
Downtown Rutland Partnership  
103 Wales Street, Rutland VT 05701  
c/o Events Coordinator

Vendor Fee: _____
Add. Space: _____
Power: _____
<b>Total Due:</b> _____

# Downtown Rutland SPONSORED SPECIAL EVENT

## RULES AND REGULATIONS

### PAYMENTS AND PAPERWORK

- Vendors shall be required to complete and sign the vendor application, submit proof of liability insurance and pay the required vendor fees.
- In 2011 the Downtown Rutland Partnership will now require all vendors to provide copies of any permits, paperwork 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 no later than July 1, 2011 to: Downtown Rutland Partnership, 103 Wales Street, Rutland, VT 05701

### SPACE ALLOTMENTS:

A 10 x 10 spaces will be allocated to each vendor. Fee includes space for both days.

### DAY OF EVENT INFORMATION:

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#### SET UP AND TAKE DOWN

- **EVENT HOURS:** Friday, July 29 – 9:00 am to 10:00 pm
- **EVENT HOURS:** Saturday, July 30 9:00 am to 4:00 pm

**\*\*\* Booths must be set up by 8:30 am both mornings. All vehicles must be removed from within the festival boundaries no later than 8:30 am. No vehicles will be allowed on event grounds again until 10:00 pm Friday and 4:00 pm Saturday. We ask all vendors to strictly observe these set up and take down times. Early departures are disruptive to other vendors, patrons and to the entertainment.**

#### OVERNIGHTS

You may leave your tent set up over night though we ask that vendors remove all merchandise.

Overnight security will not be provided. The Downtown Rutland Partnership is not responsible for any damaged, lost or stolen property.

I, \_\_\_\_\_, agree to abide by the guidelines set forth by the

Downtown Rutland

**KEEP FOR YOUR FILES**

Partnership includ-

**ing remaining set-up until the end of the two day event. I recognize that failure to do so will result in my not being able to participate in this event in subsequent years.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\*PLEASE NOTE: This application does not guarantee space at the Sidewalk Sales/Food Festival. The Downtown Rutland Partnership reserves the right to reject any application. If an application is rejected, payment will be refunded.**

**Any questions? Call (802-773-9380) or e-mail at [info@rutlanddowntown.com](mailto:info@rutlanddowntown.com)**

**ATTENTION NEW VENDORS: Due to the event's popularity, vendor space is limited. We reserve the right to jury each application. Additional information may be required.**