



**Downtown Rutland Partnership**  
 48 Merchants Row • Rutland, VT 05701  
 802.773.9380

**\*\* APPLICATION DEADLINE \*\***  
**Friday, July 28, 2017**

# Annual Sidewalk Sales: Vendor Application

## FRIDAY, AUGUST 4 + SATURDAY, AUGUST 5, 2017

**IMPORTANT:** 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. Rules and regulations are listed on the following page.

VENDOR

**VENDOR BUSINESS/ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **DAY OF PHONE (if different):** \_\_\_\_\_

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**WILL FOOD BE SERVED?**     YES     NO

**DESCRIPTION OF ITEMS BEING SOLD:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WILL YOU NEED POWER?**     YES     NO

**POWER REQUIREMENT DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Downtown power resources are limited. Electric grills and deep fryers are not permitted. Power resources will be granted on a first come basis. Vendors will be required to provide their own extension cords, tents, tables and tent weights.\*\*\***

**▶▶ Please return completed form with payment and copy of insurance to:**  
**Downtown Rutland Partnership**  
 48 Merchants Row • Rutland, VT 05701  
 or email info@rutlanddowntown.com

Please confirm that you agree to the rules and regulations on the following page.

FEES

**ONE DAY:**  
 10 x10 space - \$20.00  
 20 x 20 space - \$30.00

**TWO DAYS:**  
 10 x10 space - \$25.00  
 20 x 20 space - \$35.00

**Power is \$5.00 per day**  
 (Please bring cord)

**SPACE REQUIREMENTS:**

10 x 10 space  
 20 x 20 space  
 Power (\$5 per day)

**DAYS ATTENDING:**

Friday, August 4  
 Saturday, August 5

**Total Due:** \_\_\_\_\_

**Signature of vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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# Vendor Rules and Regulations

## SIDEWALK SALES

### 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.

The Downtown Rutland Partnership requires 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 28, 2016 to: Downtown Rutland Partnership, 48 Merchants Row, Rutland, VT 05701 or email copy of form to [info@rutlanddowntown.com](mailto:info@rutlanddowntown.com).**

### Set-up and Take Down

#### Event Hours:

Friday, August 4, 2017 - 9 am to 10 pm  
 Saturday, August 5, 2017 - 9 am to 3 pm

**\*Booths must be set up between 7 am to 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 3:00 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. Live music and other activities will take place up until 9 pm with 60% of the foot traffic happening after 6 pm.**

### Overnights

You may leave your tent up overnight though we ask that vendors remove all merchandise. Overnight security will not be provided. The Downtown Rutland Partnership is not responsible for any damage, lost or stolen property.

### About the event

*Sidewalk Sales* is an event incorporating affordable shopping, outdoor dining, children's activities, live music and entertainment for all ages. Center Street and Merchants Row are blocked off to make room for a variety of vendors set up along the street in an open air fashion.

Another component of the day is the **Rutland Mini Maker Faire**, which first joined the festivities in 2015 and is returning again this year. Dozens of makers, crafters, inventors, and entrepreneurs will showcase their products and ideas. More info about the Maker Faire can be found at: [rutlandmakerfaire.com](http://rutlandmakerfaire.com)

**\*\*PLEASE NOTE:** This application does not guarantee space at the Sidewalk Sales. The Downtown Rutland Partnership reserves the right to reject any application. If an application is rejected, payment will be refunded. If you have any questions or concerns, please call 802-773-9380 or email [info@rutlanddowntown.com](mailto:info@rutlanddowntown.com).

**ATTENTION NEW VENDORS:** Vendor space is limited. The Downtown Rutland Partnership reserves the right to jury each application. Additional information may be required.

Your signature on the application indicates that you agree to abide by the guidelines set forth by The Downtown Rutland Partnership. Failure to do so will result in not being able to participate in events in subsequent years.