Moxie Festival – Saturday, July 14, 2012

Contract Reservation for Craft Space

Application due by May 1, 2012

Organization Name_____

Contact Person _____

Mailing Address_____

Town /State/Zip _____

Telephone_____

Cell_____

E-Mail: _____

Describe product or craft to be displayed:

_____

_____

_____

_____

_____

NOTE: *Sale of "new" Moxie tee shirts is prohibited. Stink bombs, silly string, and smoke bombs are also prohibited from being sold and/or distributed at the Moxie Festival. These items will be confiscated.*

Non-Profit Status: YES NO

Bringing Quiet Generator for Power: YES NO IF NO, Specify below

List items Requiring Power: _____

Type of Power Required: 110V_____ or 220V_____ Wattage (each Unit)_____ Plug Style_____

Please reserve the following number of space(s): _____Number of spaces 10'x10' ____ Electrical Site Needed

Please acknowledge the following and/or enclose with application:

_____ Per Space Fee: $50 Lisbon Business / $75 Out Of Town Non-Profit / $125 Out Of Town For-Profits
(No Out Of State Checks)

_____ $ 25 Electrical Fee Per Space, Which Is Extra For Providing Power If Feasible.

_____ Copy Of State Of Maine Seller's Certificate Or Maine Tax Id Number If You Have It. Call 207-624-9693 For Information.

_____ Equipment/Event Picture & Acknowledge Your Permission For Us To Use It To Promote The Festival.

_____ Proof Of Insurance – If You Have It.

I agree to hold blameless the Town of Lisbon for any damage or loss associated with my display. I waive all liability that the Town of Lisbon may have arising out of my participation at the Moxie Festival. I understand that I will be responsible for set-up and removal of my display in an area designated by the Moxie Committee and that the display will be open from 9:00 a.m. to 4:00 p.m. The Moxie Committee will provide power, to the extent feasible with preference given to food vendors. **Bring you own extension cord(s), tables, and chairs**. Overhead canopy is allowed. Maximum table size permitted is 10 feet for 10'x10' spot, etc. All materials must be kept within your allotted space. Vendor locations are assigned by the Vendor Committee. I understand before set up, this contract is to be paid in full by May 1. Applications received after that will be processed until spaces are filled. I understand any picture attached may be used for promotional purposes by the Festival. I understand that if this application is rejected, I will be refunded what I paid. Your signature indicates that you have read and will comply with the vendor contract & policies outlined in the vendor instruction sheet.

Date: _____ Signature: _____Printed Name _____

Send application and payment (checks payable to Town of Lisbon) by mail to: Town Of Lisbon-Moxie Committee, Attn: Twila Lycette, Town Clerk, 300 Lisbon Street, Lisbon, ME 04250

MOXIE FESTIVAL

VENDOR INSTRUCTION SHEET

1. Vendors must be completely set up between 8:00-9:00 AM (NO EXCEPTIONS) in their own designated spot. Vendors need to be out of the street by 9:00 AM to make way for the parade, which starts at 10:00 AM.

2. Vendors must NOT leave vehicles in the festival area after set up. Use designated parking areas on Canal Street or any nearby side streets. Typically, the Worumbo Mill parking area is available if the festival gets permission. Look for an attendant or a sign indicating we have permission, otherwise that's prohibited.

3. Numbers will be assigned to 10' spaces. See designated numbers located on the buildings, windows, outside walls, or the ground.

4. A "vendor space" will consist of only a 10' long space. You cannot swap or change spots on Moxie Day. Vendor spots will be designated by the Moxie Vendor Committee.

5. Vendor fees for Lisbon businesses (non-profit/profit) $50, non-profit out of town $75, for profit out of town $125. Priority will be given first to Lisbon businesses, then non-profits out of town, and then for profits out of town.

6. An additional $25 fee will be charged for Electricity. Electrical sites will be given first to vendors who need power.

7. Vendors must stay until 4:00 PM and may then start tearing down and packing up. Only food vendors who run out of food may be allowed to tear down early. This is done so that all vendors enjoy the same experience without disruption.

8. Vendors are responsible for tables, chairs, extension cords, and canopy and all materials must stay within their allotted space.

9. Food Vendors will be responsible for reading and complying with the Health Officer's rules (see attached). Food Vendors must fill out the Moxie Festival application and the Food Vendor form for the Health Officer. Food Vendors must submit a copy of their current State of Maine license, excluding some non-profits. For-profit Food Vendors shall have a State of Maine Food Vending License posted on site in public view that day. Health Officer inspections will be made that morning so those without that state license, who needs one, will be asked to leave.

10. Food Vendors shall have on site a Fire Extinguisher. Fire Chief inspections will be made that morning so those without a fire extinguisher will be asked to leave.

11. Vendors must provide a photocopy of their State of Maine Transient Seller's Certificate or ID Number, along with proof of insurance, if you have it.

12. Please submit a Photo of your Booth Display with your application.

13. Main Street Businesses must fill out an application (contract) by May 1 if they chose to use the vendor space in front of their business. A Main Street Business may give the space to a non-profit organization at no cost to the non-profit organization, however, they must submit an application (contract) by May 1, just as the Main Street business is required to do if it chooses to take the space for its own use during the Moxie Festival. Applications received after May 1 will not be guaranteed those sites, but rather another site somewhere within the festival area.

14. Completed applications with attachments and fees must be submitted by May 1 to the Vendor Committee. Applications may be submitted earlier, but payment must be received by May 1. *Payments for spaces received after May 1 will be considered until spaces are filled.*

15. Applicants approved will be sent confirmation packets as soon as possible after May 1. Applicants denied will be given back the amount they paid as soon as possible after May 1.

2/3/2012 Lisbon Vendor Committee, Chair