



MOXIE...

it's like Maine in a bottle!

2011 MOXIE FOOD & CRAFT 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. Numbers will be assigned to 10' spaces. See designated numbers located on the building windows, outside wall, or ground.
3. 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.
4. Vendor fees for Lisbon businesses (non-profit/profit) \$50, non-profit out of town \$75, 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.
5. An additional \$25 fee will be charged for Electricity. Electrical sites available will be given to Vendors.
6. Vendors must stay until 4:00 PM and may then start tearing down and packing up. Only food vendors that run out of offering food may be allowed to tear down early. This is done so that all vendors enjoy the same experience without disruption.
7. Vendors are responsible for tables, chairs, extension cords, and canopy and all materials must stay within their allotted space.
8. Food Vendors should fill out the Moxie Application and submit it with their Food Vendor Form for the Health Officer. Health Officer Inspections will be done early that morning. Food vendors will be responsible for reading and complying with the Health Officer's handout enclosed in the confirmation packet. For-profit Food Vendors without a State of Maine Food Vending License will be asked to leave so **have it posted on site in public view** that day. Food Vendors shall **have on site a Fire Extinguisher**. Inspections will be made by the Fire Chief and those without one will be asked to leave.
9. Parking instructions or map with designated areas will be provided in the confirmation packets sent out prior to the event as soon as possible after May 1.
10. Downtown businesses are asked to fill out an application/contract by May 1 if a vendor space(s) is desired. The first space will be designated free of charge for Main Street businesses only, but normal fees will be charged per 10' space for additional spaces requested. ***Applications received after May 1 will be considered until spaces are filled.***
11. Completed applications/contracts, attachments, and fees must be submitted by May 1 to the Vendor Committee. Applications may be submitted early, but payment must be received by May 1. ***Payments received after May 1 will be considered until spaces are filled.***
12. Submit a copy of your Seller's Certificate/Maine ID# form and a copy of your Certificate of Insurance with the application, if you are required to have it. All for profit food vendors should be insured.
13. Photo of Booth Display should be submitted with applications.
14. The Vendor Committee should send confirmation packets to those applicants accepted or return unprocessed checks to applicants denied as soon as possible after May 1.