

2024 NORTHFIELD LABOR DAY FESTIVAL BOOTH APPLICATION

BOOTH NAME: _____ **Non-Profit: YES / NO**

CONTACT NAME: _____

EMAIL: _____ **PHONE:** _____

MAILING ADDRESS: _____

I certify that the information is true and complete. I agree to abide by the event regulations set by the Northfield Observances, Inc. Board. I understand if I do not supply appropriate information & pricing about my booth, or if the application is incomplete, it may be returned to me. I also understand the application is subject to the approval of the Northfield Observances Board.

Type of Vendor:

- **Game/Gambling/Informational**
- **Demonstration**
- **Craft/Merchandise** (Please provide list of items you plan to sell)
- **Food Vendor** (*MUST include a copy of your Certificate of Liability Insurance with application*)
 - provide menu & price list

Description: _____

Rental Fees:

One 3-Day 10x10 space = \$150 One 3-Day 10X10 space for Nonprofits = \$125	\$
Daily 10x10 Rental = \$55/day Circle: Saturday Sunday Monday \$55 X ___ days	\$
Additional Footage = \$15/linear ft. (include hitches & trailers) _____ Extra ft x \$15	\$
Canopy Rental = \$30/canopy (must provide your own weights) <i>Limited Canopies Available. <u>First Come, First Serve</u></i>	\$
Electricity = \$10	\$
Water access = \$15	\$
TOTAL ENCLOSED = (Payable to Northfield Observances)	

Send Application & payment to Northfield Observances Attn: Booths PO Box 81 Northfield Falls VT 05664

Signature: _____

For questions, Call Lindsey Sanders: 802-917-1981 or email Northfieldvtlabordaybooth@gmail.com

APPLICATION DEADLINE: AUGUST 1ST 2024

2024 Vendor Booth Information

Dates & Times

Saturday 11:00 am – 10:00 pm**

Sunday 11:00 am – 10:00 pm**

Monday 11:00 am – 3:00 pm**

**We ask that you stay open for the full posted hours of the event. However, we understand some booths' foot traffic drops off after the band starts playing at 7:00. Please stay open until the street dance starts.

2024 Theme: Northfield's Five Seasons

Security: The Northfield Police Department maintains a presence at the festival throughout the weekend and **will** have an overnight patrol officer on the common Saturday & Sunday night. That being said, any merchandise left overnight is at your own risk, Northfield Observances is not liable for lost or stolen property.

Application Process: Complete application form in its entirety. Make checks payable to Northfield Observances, Inc.

Mail application and payment to:

Northfield Observances, Inc.

Attn: Booths

PO Box 81

Northfield Falls VT 05664

Application Deadline: August 1st 2024

Application Approval: All applications are subject to approval by The Northfield Observances Booth Committee. Approval Letters will be emailed or mailed upon receipt of completed application and fee.

Daily Rentals:

- Daily rentals are available for one or two days.
- Vendors with a daily rental must be on the common and **set up before 9 am.**
- No cars will be allowed on the common between 9 am and 10 pm.
- Anyone renting a daily space **MUST** abide by the same rules as **ALL** other vendors.

PARKING: Vendors must park their cars away from the common area. **NO cars are allowed on the common after 9 am Saturday until after 3 pm Monday**

General Vendor Rules/ Requirements:

- All applicants **MUST** include a list of what is being sold. **First Come, First Serve:** we try not to have duplicates of anything being sold to allow us to offer a diversity of products available to fair-goers. It is VERY IMPORTANT to tell us what you are selling so we can attempt to minimize competition.
- Selling is limited to your booth space. You are not allowed to walk around the common area to solicit customers or sell merchandise
- No live fish or animals may be offered for sale or as prizes
- The following items are banned from being sold or as prizes: spray string, smoke bombs, caps, snappers, laser lights, or any hazardous materials.
- All cardboard must be broken down before it goes into recycling.

- Smoking by vendors and their staff is **not allowed within 25 feet** of any vending area
- Vendors may post a no smoking sign on their booth if they so desire
- **NO** vehicles will be allowed on the common during the event
- If your booth is on the foot race route, for everyone's safety you will not be allowed to sell during the race. You will receive notification if you are on the race route.
- Ride vendors **MUST** provide a certificate of liability insurance.

Food Vendor Rules:

- **ALL VENDORS SELLING FOOD ARE REQUIRED** to comply with Vermont Health Regulations and will have to pass a Vermont Department of Health Inspection. If you are not available for the Health Inspector, you will not be able to sell food and your fee will be forfeited. SEE INFO ON VT HEALTH REGULATIONS BELOW**
- **ALL** food vendors **MUST** provide a certificate of liability insurance.
- **COOKING OIL** is **NOT** to be dumped on the ground, in any trash cans/dumpsters, or in compost bins; **IT MUST BE DISPOSED OF OFF-SITE**

Booth Assignments & Set-Up/Break Down:

- Booth space is assigned with multiple factors in mind. We do our best to assign booth space and a set up time that is cohesive with everyone's needs.
- Booth set-up times will be assigned by the committee. You will be notified of your designated set up time prior to the event and will be given detailed instructions at that time as well.
- Access to the common is limited. Each vendor should plan to unload their equipment/materials and remove their vehicles from the common within 30 minutes of their assigned set up time.
- You will be checked in by a committee member upon arrival.
- No cars on the common until 3pm on Monday.
- You are responsible for cleaning up your area before you leave, including taking trash and recycling to the designated dumpsters.

Electricity/Power:

- There are overhead lights and ground outlets available
- Please use gas cooking as power is limited
- You must provide your own outdoor extension cords. Cords must be at least 10 gauge & in good working order (not taped)

****Vermont Health Regulations:**

Applications for a Temporary Food Service Establishment and the corresponding license fee are required to be submitted to the Department of Health at least 15 days prior to the first proposed event of operation. Public Health Inspectors will not collect applications and license fees in the field at events.

Information for temporary food service vendors can be found on:

<https://www.healthvermont.gov/environment/food-lodging/temporary-food-service-establishments>

The vendor application and summary of requirements are on the same website:

http://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TFSE%20Coordinator%20Packet.pdf

Other general information about food business licensing is available on:

<http://www.healthvermont.gov/environment/food-lodging>

Please contact the VDH Food & Lodging program inbox with questions or to connect with a Public Health Inspector:

AHS.VDHFoodandLodging@vermont.gov