

VENDOR REGISTRATION

Rules & Regulations Juried Craft Fair

Definition of a craft: A craft is defined as an item that has been handcrafted by the vendor. It can be done on a commercial product (like a painting on a purchased shirt) but the major portion of the product must be the crafter's work and must apply to all products exhibited. Please include with your application 2 photos, one of your booth display and 1 of your craft products.

In addition to Juried Craft Vendors:

Only 10 booths allocated for **non-profit groups** and must be a member of the Sandwich Chamber. The definition for non-profits organizations allowed are churches, artisan groups, town sports leagues, garden clubs and town informational organizations.

*10 spaces for food trucks & food vendors: see requirements on applications for food vendors

*4 children activity booths (no duplicate activities)

*All Sandwich Chamber retail stores are welcome to participate. All spaces are limited and based on first come, first serve basis.

Vendor Requirements

Booths: All exhibitors must provide their own 10' x 10' flame-retardant (preferably white) canopy. An Extra-Large booth is 10X15 feet. All canopies must be securely weighted. No stakes are allowed. Vendors **MUST** bring their own canopies, tables, and chairs. Vendors are responsible for their own trash. There is no electricity provided day of the event.

Vendors are responsible for collecting Mass. sales tax. Vendors are prohibited from walking around the grounds or outside of their booth area to solicit business or hand out flyers. Vendors cannot post flyers or banners anywhere other than their booth.

Setting up & breaking down booths

Water St. is closed to traffic at 8AM. Set up starts at 8AM. All **VENDORS** must come to event via the Wing School direction. Water St. will only be a one-way direction for all vendors. Vendors will be instructed by volunteers of where the location of your booth is. Please unload your vehicle, go park your vehicle either along School St. or the Wing School parking lot. The Sandwich Chamber will have golf cart transportation back and forth from the Wing School. All Vendors are required to be at your vendor booth location by 9AM. If **VENDOR** is not at their location by 9AM you will be considered "a no show" of the contract and **VENDOR** will forfeit any fees paid. Set up will not be allowed after 9AM. No exceptions.

Sandwich Chamber of Commerce is not responsible for loss, theft, or damage. The Sandwich Chamber is also not responsible for any loss, or personal injury sustained at the event. Vendor agrees to assume full responsibility for any damages to their property and/ merchandise.

Festival management reserves the right to refuse any entry or ask a VENDOR to leave who, in the opinion of Festival Management, is not behaving in a professional and appropriate manner time of the show.

Please fill out this registration form, scan it and email it back with 2 photos of your booth to be approved as a craft, retail, or food vendor. Email form to: hhtrottier60@gmail.com

Food Vendors must also email copy of serve safe certificate to: director@sandwichchamber.com

Once you have been approved you will be emailed a security code to pay for your registration online.

Registration

Contact Name: _____

Address: _____

Phone # _____ Email _____

Website: _____

Name of Vendor or Organization: _____

Description of items selling _____

SCC Member _____ Juried Vendor _____ Food Vendor _____ Non-Profit Member _____

Booth Size: _____ 10 X 10 SCC Member \$75 _____ 10X10 NON-SCC Member \$150

_____ 10X15 XL SCC Member \$125 _____ 10X15 XL NON-Member \$225

Food Truck Dimension _____ Member \$150 _____ Non-Member \$225 _____ *Would*

you like to purchase 4 live promotions of your business the day of the event by our Emcee?

Limited to 10 vendors or food trucks/ booths. Emcee will visit you the morning of event for content.

Yes _____ No _____ Please add \$50 to your payment to secure ad.

_____ I have read the contract and agree to the rules and regulations as stated above.

Vendors signature _____ Date: _____

***** Please make a copy of this contract for yourself***

Committee Notes: SCC Member _____ Food Vendor _____ Non-Profit _____ Juried _____

Non-Member _____ Photo Approval _____ Chairman Initials _____ Date _____

***** This is a rain or shine event; however, cancellation may be made based upon severe weather conditions.***