



October 5th - 7th 2018 (RAIN OR SHINE)

Dear Vendors:

The Milford Pumpkin Festival is one of the most highly anticipated New England Fall Festivals in the area. Each year, Attendees come from all over New Hampshire and beyond. Located in and around historic Milford NH, the Milford Pumpkin Festival offers free admission, free parking, and free shuttle buses. In 2017 festival attendance exceeded 45,000! We are one of the few festivals that do not charge admission to this great festival, and with no fee's to park attendees have more cash to spend at out vendor booths!

Some information about the booths locations: vendors are located inside Town Hall, on Middle Street, Emerson Park, and the Oval, in the center of the festival activities. Most streets in the festival area are closed to vehicle traffic during the festival hours. NOTE: There is no cooking permitted inside Town Hall.

Please fill out attached pages (application and contract) and return to the Granite Town Festivities Committee PO BOX 847 Milford, NH 03055 with your payment (check/credit card), initial and sign where requested. Please note there are new set up guidelines in 2018 being implemented in an effort to provide enjoyable entertainment to all. Questions about a booth? Contact us at gtfcmilford@gmail.com

Sincerely,

Carol Gates

President
Granite Town Festivities Committee
PO BOX 847
Milford, NH 03055
508-954-2786
gtfamilford@gmail

2018 MPF Food Vendor Application Instructions:

RESERVATIONS ARE ON A FIRST COME, FIRST SERVE BASIS WITH PAYMENT IN FULL AT THE TIME OF RESERVATION.

1, Payment in full is expected at the time of your application. We can not accept partial payment.

NO EXCEPTIONS.

2, Your application must be completed in full and be submitted with the vendor contract attached, Insurance information and paid in full.

3, No booth sharing will be allowed.

4, All vendors are required to be open all 3 days, with the following set up schedule:

- Outdoor vendors will be assigned a drop off/set up time on Friday morning October 5th
- Indoor vendors will be assigned a drop off/set up times on Thursday October 4th & Friday October 5th. The Town Hall will now be open Friday evening in addition to Saturday and Sunday.

| | |
|--|---|
| DATES & TIMES **Times may be subject to change | FRIDAY, OCTOBER 5 TH FROM 5 PM - 9 PM SATURDAY OCTOBER 6 TH FROM 10 AM - 9 PM SUNDAY OCTOBER 7 TH FROM 10 AM TO 3 PM |
|--|---|

FOOD VENDOR BOOTH SPACE PRICING. ALL VENDORS ARE REQUIRED TO PARTICIPATE ALL 3 DAYS

| MIDDLE STREET WITH POWER | OVAL WITH POWER* | MIDDLE STREET, OVAL, OR EMERSON PARK WITH OUT POWER | Town Hall Auditorium or Banquet Hall indoor booth PREPARED FOOD ONLY NO COOKING PERMITTED IN TOWN HALL NO EXCEPTIONS |
|---|--|---|--|
| 10x20 space, Upper Middle St \$700.00 _____ | 10 x 20 space \$650.00 _____ | 10 X 20 SPACE \$575.00 _____ | 8 X 8 BOOTH \$250.00 _____ |
| 10 x 10 space upper middle St \$580.00 _____ | 10x10 space \$500.00 _____ | 10 X 10 SPACE \$400.00 _____ | 8 x 16 BOOTH \$385.00 _____ |
| 10 X 20 space lower Middle St \$650.00 _____ | EMERSON PARK WITH POWER (if available) | TOTAL \$ _____ | • POWER \$15.00 PER CIRCUIT _____ |
| 10 x 10 space lower middle St \$500.00 _____ | 10x 20 space \$600.00 _____ | | TOTAL \$ _____ |
| (1) 20 amp circuit inc * +Additional Services \$25.00 ea _____ | 10x 10space \$425.00 _____ | | |
| =Hardwired to panel \$50.00 _____ | (1) 20 amp circuit inc* +Additional services \$25.00 ea _____ | | |
| Total \$ _____ | TOTAL \$ _____ | | |
| *Limited spaces available on first come first serve basis **If hardwired, vendor must provide all electrical parts to connect to festivals electrical services. 30 amp max. | *There are limited spaces with power available and are assigned on first come first serve basis ** If hardwired vendor must provide all electrical parts to connect to festivals electrical services. 30 amp max | | |

**ALL ENTRY FORMS MUST BE COMPLETELY FILLED OUT AND RETURNED WITH
PAYMENT IN FULL TO RESERVE YOUR SPACE.**

| | | | |
|---------------------------------|----------|----------------------|------------------------|
| NAME | | | |
| BUSINESS NAME: | | | |
| ADDRESS: | | | |
| TOWN: | | STATE | ZIP: |
| PHONE | | EMAIL: | |
| ELECTRICAL REQUIREMENTS: | QUANTITY | ELECTRICAL APPLIANCE | ADDITIONAL INFORMATION |
| | | | |
| | | | |
| | | | |
| MUST LIST ALL ITEMS TO BE SOLD: | | | |

| | |
|---|--|
| <p>MAKE CHECKS PAYABLE TO: GRANITE TOWN FESTIVITES COMMITTEE</p> <p>I WOULD LIKE TO PAY WITH CREDIT CARD (MC/VISA/DISCOVER ___</p> <p>-----</p> <p>EXPERATION ___ / ___ 3 DIGIT SECURITY # ___ ___</p> | <p>BOOTH FEE \$ _____</p> <p>ELECTRICAL \$ _____</p> <p>TOTAL \$ _____</p> <p>NAME ON CARD: _____</p> <p>BILLING ADDRESS : _____</p> <p>TOWN: _____ ZIP _____</p> <p>SIGNATURE _____</p> |
|---|--|

- **BOOTH SPACES WITH ELECTRICTIY WILL BE ASSIGNED ON A FIRST COME FIRST SERVE BASIS. ALL OTHERS WILL BE PLACED ON A WAITING LIST BY DATE OF COMPLETED APPLICATION**
- **USE OF PROPANE GENERATORS MAY BE PERMITTED WITH WRITTEN PERMISSION FROM GTFC AFTER APPROVAL FROM THE MILFORD FIRE DEPARTMENT.**

Milford Pumpkin Festival 2018

Milford, NH

Crafter / Non- Food Vendor Agreement

By signing this contract for the Milford Pumpkin Festival, the undersigned Pumpkin Festival Vendor (herein referred to as Vendor) agrees to be bound by each and every of the terms set forth herein and the terms and representations set forth in the Pumpkin Festival Application, which is incorporated herein by reference as though fully set forth. If the Vendor violates any term of this agreement, The Granite Town Festivities Committee (GTFC) and/or the authorized agents of the GTFC may within their sole discretion and at any time (1) terminate this agreement (2) require Vendor, immediately upon notice of violation of this agreement, to cease operations and vacate the premises, and (3) forfeit any and all fees paid to the GTFC for the right and privilege of participating in the Pumpkin Festival. This agreement represents the entire agreement between the GTFC and the Vendor and may not be amended without the mutual consent of both parties set forth in writing and signed by authorized representatives of the GTFC and the Vendor.

1. ASSIGNED DROP OFF AND SET UP TIMES: PLEASE NOTE that vendors *MUST* arrive at their designated drop off and set up times. Late arrivals throw our time schedule and other vendors off, as these time slots are set up in an effort to keep drop off and set up less congestion to a minimum. Without prior **written** permission from the Pumpkin Festival Director, while we will try our best, we cannot guarantee that we will be able accommodate late arrivals, and you may have to set up the following day. Vendors **MUST** also be **present and be ready for inspection** by the Town of Milford Health and Fire Department **at their designated time. Please see the attached memo from the Milford Fire and Health Department. If you are not inspected, you will NOT be permitted to sell food until you have been. It is also solely the food vendor's responsibility to pass inspection.** You will be sent your vendor packet that will include your location, set-up and inspection times via email approximately two weeks before the Pumpkin Festival. Upon Check-in at the festival, you will receive your booth # and parking pass.

2. SPACE - Each vendor will be granted a set number of square feet. No additional tent space or canopies or grounds space on the Festival site will be allowed without prior written agreement with the Festival Board. Vendors are responsible for providing tents, canopies, chairs and any necessary equipment. Vendors shall not sublet their space without the express written consent of the GTFC .

3. LOCATION – The GTFC will confirm assignments in writing via email prior to the festival. The GTFC reserves the right to place Vendors in booth locations at the complete discretion of GTFC, The GTFC shall have sole and complete authority to place the Vendor in any location designated for the Pumpkin Festival, irrespective of the Vendor's request. **The GTFC will try to honor requests for a specific booth location but cannot guarantee requests. Previous attendance at the Pumpkin Festival does not guarantee a space or booth location.**

4. UTILITIES - A limited amount of electricity is available at the Festival site. Vendors should consider this when planning their menus. Vendors should state their exact, minimum electrical needs on the application. No additional usage will be allowed beyond that granted on the application. Additional

usage may be allowed beyond that granted on the application, provided all other vendors who reserved and paid for power have been accommodated. Additional/ non-reserved usage fee will apply at \$25 per circuit. Vendor must also provide own extension cord. **Extension cords must comply with the National Electrical Code 2008 and shall be a minimum 14-gauge and grounded (outdoor rated). 16 Gauge extension cords will NOT be accepted.**

No refunds will be made to Vendors who may not operate due to electrical cords that do not pass inspection by the Milford Fire and Building Inspectors.

_____ **5. CODE COMPLIANCE** - All cooking, holding, preparation, refrigeration and associated vendor equipment must comply with all codes, including, but not limited to the **State of New Hampshire Fire, Electrical and Temporary Structure Codes as well as the Town of Milford Special Events Policy.**

INSPECTORS WILL BE ON SITE. Vendors operating on Friday evening must be ready for inspection by 1:00 PM and those operating on Saturday and Sunday must be ready for inspection by 8:00 AM. It is the vendor's responsibility to pass both the Health and electrical inspections in order to be able to operate their booth at the Milford Pumpkin Festival. There will be no refunds, and no exceptions to this policy.

_____ **6. LICENSING**- All Commercial Vendors are required to provide a copy of a **valid State of NH Hawkers & Peddlers license and a current certificate of liability insurance** showing off-site coverage with a limit of not less than \$1,000,000.

_____ **7. VEHICLE ACCESS** - Vendors will be allowed to utilize vehicles to move equipment and goods to the site only at times designated by the Festival, generally in the morning hours preceding the Festival start and in the evening following the Festival close. Vehicles will not be allowed for re-supply of goods during the Festival hours. **Tow Vehicles will not be allowed next to booths or trailers used for preparation or vending. Vendors must park in the area designated to them at Pumpkin Festival. You will receive an information packet prior to the festival in October, with your booth assignment, drop off/set up time, and parking pass.**

_____ **8. PARKING** - Vendors will be allotted **one (1) parking space per booth**, for their vehicles in a designated parking area. Due to limited parking availability, The GTFC cannot guarantee Vendors more than one parking space. The GTFC is not responsible for tickets or fines to Vendors due to illegal parking of vendor vehicles.

_____ **9. GOODS FOR SALE** - The GTFC must approve all proposed items or foods for sale. **GTFC does not guarantee a food exclusive, yet will strive to allow a limited amount of any type of food in order to ensure a variety of foods.** Vendors shall not display, offer for view or sale any illegal or contraband items. The laws of the State of New Hampshire and local ordinances of the Town of Milford shall be in effect. Vendors shall not display, offer for view or sale any items that are unlicensed and/or copies/interpretations of licensed or registered items at any site or operation of the Milford Great Pumpkin Festival.

_____ **10. REFUND POLICY** - A 50% refund will be given in response to a **written** request received by The GTFC by September 1, 2018, **if** the space can be filled from an approved waiting list. No refunds will be given for any request received by The GTFC after September 1, 2018. **No refunds will be given**

to vendors who may not operate due to failure to satisfy or comply with local health and safety codes.

____11. **RETURNED CHECKS** - A \$35 fee will be charged for all checks that are returned to The GTFC for any reason.

____12. **SECURITY** – The GTFC provides overnight security patrols for outdoor booth locations, however The GTFC, and the Town of Milford, accepts no responsibility for items left overnight. Vendors are solely responsible for the security of all items in their booth at all times.

____13. The GTFC makes no representation or guarantees towards actual festival attendance.

____14. Vendors understand that The GTFC has no control over weather, acts of God, acts of terrorism, or governmental intervention, or any other cause that may prevent, and or interrupt, the festival weekend, and Vendors shall hold the GTFC harmless for any losses that could arise because of such event.

____15. The Vendor agree(s) to defend, indemnify, and hold harmless the GTFC and the Town of Milford from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the GTFC and the Town of Milford by reason of any damages to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the Milford Great Pumpkin Festival and regardless of which claim, demand, damage, loss, cost or expense is caused in whole or in part by the negligence of the Town of Milford or by third parties, or by the agents, servants, employees or factors of any of them.

____16.. **HOURS** - All vendors are expected to operate during the duration of the Festival, rain or shine.

____17. **NOISE AND SOUND SYSTEMS** - Vendors are not allowed to operate music or public address systems on the Festival site. Electrical generators are not allowed due to interference with the Festival Sound system (unless given special permission).

____18. **TRASH AND REFUSE** - **Vendors must carry out all trash or dispose in festival trash barrels.**

Vendors are expected to clean up their area regularly during the Festival and thoroughly at the closing of the Festival or be subject to a \$35 clean-up fee.

____19. **DISPOSAL OF GREASE** - **Absolutely no dumping of cooking oil into man holes, storm drains, trash cans, or sewer drains.** Grease must be transported off-site. **The GTFC reserves right to bill vendors post-festival for charges incurred for grease removal off street and adjacent sidewalks.**

____20. **SPIRIT OF FESTIVAL** - **The Pumpkin Festival is advertised as a family celebration. We do not allow solicitations, hawking of sales, pass-the-hat performances, distribution of literature, or promotion of any particular cause, program or political candidate (including political or religious signage). No exceptions will be made.**

____21. **INSURANCE MUST BE RECEIVED PRIOR TO THE EVENT DATE. All vendors must submit a valid Certificate of Insurance and name the Granite Town Festivities**

**Committee and the Town of Milford as "Additional Insured" NO EXCEPTIONS!
Certificates must show a liability limit of \$1,000,000 per occurrence. Please make
sure we are able to match the insured Name with the name on the vendor
application.**

This agreement has been read, understood and entered into freely, voluntarily and absent of duress by the parties signed below.

In order to process this application, the Vendor must sign and date this agreement. Any applications received without the agreement signed will be returned without processing. The deadline for receiving applications is July 1, 2018. Acting in its sole discretion, The GTFC reserves the right to reject any application for any reason.

Vendor Name

DATE

FESTIVAL USE ONLY:

Received: _____ Date: _____ Initials: _____

All PW Included: _____ Insurance Info received _____ PMT _____

SPACE ASSIGNED: _____