

# Vendor Instructions 2017



## Application

- ❖ Completed applications and fees must be submitted by June 23, 2017
- ❖ Discount offered if application is received before May 19, 2017. Vendors who take advantage of the early bird discount will be featured in the press.
- ❖ Return application to: Town of Lisbon (Moxie Festival) 300 Lisbon Street, Lisbon, ME 04250
- ❖ Make checks payable to: Town of Lisbon
- ❖ Vendor must provide a photocopy of their State of Maine Transient Seller's Certification of ID Number, along with a Certificate of Liability Insurance listing the Town of Lisbon and Moxie Festival Committee as an additional insurer.
- ❖ Approved applications will be sent confirmation packets.

## All Vendors

- ❖ An additional \$25 fee will be charged for electricity, per space. Electrical sites will be given to vendors who need power.
- ❖ Vendors are responsible for tables, chairs, extension cords, and canopy which all must stay within the allotted 10' x 10' space.
- ❖ All vendors will be given a badge which allows them to participate at the Festival. Those who do not have a badge will be asked to leave the Festival grounds.

## Food Vendors

- ❖ Food vendors will be responsible for reading and complying with the Health Officer's rules (see attached).
- ❖ Food Vendors must fill out the food vendor form for the Health Officer.
- ❖ For-profit food vendors must have a State of Maine Food Vending License on display. You will be asked to leave if you are unable to provide this license.
- ❖ Vendors cooking with propane or hot oil are required to have an ABC rated fire extinguisher in your booth.

## Vendor Set up

- ❖ Friday, July 7, 2017
  - Limited spots for Friday night vendors at the High School
  - No power available
  - Set up between 2:00 pm – 3:00 pm
  - Food Inspectors will visit at 3:30. Festival opens at 4:00 pm
- ❖ Saturday, July 8, 2017
  - Vendors can enter and set up at 6:30 am - **NO earlier.**
  - Vendors must be set up by 8:00 am and vehicles must be out of the Main Street.
  - Vendors' person and equipment need to be off the road by 9:00 am for the parade.
  - Numbers will be assigned to spaces. One vendor space equals 10' x 10'. Vendors **cannot** swap or change spots. Spaces will be designated by the Moxie Committee.
  - **Vendors will not be allowed to break-down until after 4:00 pm.**