



2017 VENDOR APPLICATION

Organization/Business name: _____

Mailing address: _____

Contact person: _____

Phone: _____ Email: _____

Website (if you have one for your business): _____

***All booths must comply with the City, Fire, and Health Codes (see page 2 for details)**

- | | |
|------------------|---------------|
| • MAY 18th | YOUTH |
| • JUNE 15th | HEALTH |
| • JULY 20TH | FOOD |
| • AUGUST 17th | TOUCH A TRUCK |
| • SEPTEMBER 21ST | WALK A MILE |

Please specify what you will be offering as a vendor at 3rd.Thursdays (i.e. services, food, retail)

FOOD VENDORS MUST HAVE APPROVAL FROM THE HEALTH DEPARTMENT

VENDOR FEES

\$70 PER MONTH

***\$85 PER MONTH WITH ELECTRICITY**

\$35 PER MONTH NON- PROFIT VENDORS

FULL SEASON

\$300

(*\$375 WITH ELECTRICITY)

\$150

NON-PROFIT VENDORS

COMPLETED APPLICATIONS AND PAYMENTS ARE TO BE RECEIVED PRIOR TO THE EVENT

Vendor spaces are limited and all vendors are subject to approval. Preference is given to non-profit and local vendors of locally made products.

Please contact Shiobbean Lemme at slemme@pittsfieldch.com or call 413.499.9348 with questions.

3rd Thursday has a no refund policy; vendor credit towards 3rd Thursday only. The attached page must be signed & returned with this application.

This page must be read, initialed & returned with your 3rd.Thursdays vendor application

Please contact Shiobbean Lemme at slemme@pittsfieldch.com or call 413.499.9348 with questions.

- Booth space is 10 feet x 10 feet. Additional fees may be charged for larger spaces.
- Booth spaces are assigned by the 3rd Thursday Committee based on vendor product and availability at the time of application.
- **Vendors securing a full season will be issued a permanent assigned location.**
- Booth assignments will be emailed unless other contact requests are made.
- Vendor sales are not guaranteed. 3rd.Thursdays are held rain or shine.
- Vendors are responsible for bringing & setting up all booth materials needed. If a tent is used it **must** be properly weighted
- Electrical access may be provided at an extra fee of \$15 per month. Special arrangements for access must be made with the 3rd Thursday Coordinator. These spaces are limited.
- Set-up can be no earlier than 3:30pm. Vendors must be in place by the time the road closes at 4:45pm.
- The event begins at 5:00pm and all vending must be complete by 8:00pm.

- All food vendors, even those already permitted by the City of Pittsfield, must fill out the TEMPORARY FOOD SERVICE PERMIT APPLICATION, in addition to this 3rd Thursdays Application, and comply with the City of Pittsfield Health Department Code

The Temporary Food Service Application can be found online at:

http://www.cityofpittsfield.org/pittsfield/city_hall/health_and_inspections/uploads/Temporary_Events.pdf

For more information please contact the City of Pittsfield Health Department at 413-499-9411.

- **All food vendors using propane** must receive a permit from the Pittsfield Fire Department. Apply for a permit at their headquarters located at 74 Columbus Ave. in Pittsfield. For more information about Propane Permits you may call the Fire Department at 413-448-9764.
- **All vendors using any form of flame** (sterno, grill, propane etc.) must have their own fire extinguisher on site. Inspections for fire extinguishers and propane will take place **every** 3rd Thursday.
- Alcohol may not be sold by vendors.
- All food vendors **must** bring their own garbage cans & liners for patron and booth use. Properly bagged garbage (garbage in securely tied, fully in tacked bags) may be left on the curb for pick up immediately following each 3rd Thursday. Vendors may not dump their booth garbage in City receptacles. Those that do not comply will be charged an extra fee of \$25 per event.

Signature

