

# 2019 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)**

**Please indicate which month(s) you will be attending.**

MAY 16th	YOUTH	_____
JUNE 20th	HEALTH	_____
JULY 18th	FOOD & DRINK	_____
AUGUST 15 <sup>th</sup>	TOUCH A TRUCK	_____
SEPTEMBER 19 <sup>th</sup>	WALK A MILE	_____

Please specify what you will be offering as a vendor at 3<sup>rd</sup>.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**

**\*SPECIAL FULL SEASON RATE UNTIL April 1<sup>st</sup>, 2019 ONLY TO SECURE A GUARANTEED PERMANENT SPOT**

**BEGINNING MAY 1<sup>st</sup> 2019, IT IS A PAY PER MONTH, WITHOUT A GUARANTEED LOCATION**

<b><u>FULL SEASON</u></b>	<b>For Profit</b>	<b>*\$300</b>	<b>(*\$375 WITH ELECTRICITY)</b>
	<b>Non-Profit</b>	<b>\$150</b>	<b>(\$225 WITH ELECTRICITY)</b>

**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@cityofpittsfield.org](mailto:slemme@cityofpittsfield.org) or call 413.499.9348 with questions.**

**Mail vendor applications to : Cultural Development Office 28 Renne Avenue, Pittsfield, MA 01201**

**\*\*\*3<sup>rd</sup> Thursday has a no refund policy, we do not refund for weather or other circumstances. If Cultural Development cancels the event, a credit will be applied for another 3<sup>rd</sup> Thursday event. The attached page must be signed & returned with this application.\*\*\***

## **This page must be read, initialed & returned with your 3<sup>rd</sup>.Thursdays vendor application**

Please contact Shiobbean Lemme at [slemme@cityofpittsfield.org](mailto:slemme@cityofpittsfield.org) 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 3<sup>rd</sup>. 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. 3<sup>rd</sup>.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 3<sup>rd</sup> 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 3<sup>rd</sup> 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/city\\_hall/health\\_and\\_inspections/docs/Temporary\\_Events\\_2016.pdf](http://www.cityofpittsfield.org/city_hall/health_and_inspections/docs/Temporary_Events_2016.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** 3<sup>rd</sup> 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 3<sup>rd</sup> 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 \_\_\_\_\_