



Town of Townsend Annual Fair & Parade

Date: Saturday, September 27, 2014

11:00 am – 3:00 pm (Parade @ 10:00 am)

Registration Deadline: Friday, September 12, 2014

Please Note: Rain or Shine Event

Name of Organization: _____

Is this organization a non-profit (circle one) Yes No

Contact Person: _____ **Phone** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email address: _____

Type of space requested: (circle one) **Food**** **Artist/Crafter** **Informational Display**
****FOOD VENDORS - NOTE REQUIREMENTS ON PAGE 2****

A standard vendor space is 10x10. Spaces are \$25.00 each. Spaces needed: _____

Description of items being sold: (Please provide a complete list) _____

Will you be in the parade: (circle one) Yes No

Parade Entry: (float, walkers, etc.) _____

(Be sure to fill out the top of this form)

*****Please make checks/money orders payable to *The Town of Townsend******
Mail application and check to **Town of Townsend, PO Box 223, Townsend, DE 19734**

For questions or concerns please contact:

Town Hall @ 302-378-8082 or

Cathy Beaver @ cbeaver@townsend.delaware.gov



Town of Townsend Annual Fair & Parade Regulations

Vendor Regulations

- **Vendor fees:** \$25.00 per space, free for non-profits
- All fees are non-refundable unless the Committee rejects your application.
- All applications must include a list of items for sale and complete and correct contact information. An applicant may not submit an application on behalf of another vendor or submit an application under an assumed name. **Applications are accepted on a first come, first serve basis.**
- Applicants are responsible for all power sources, power cords, cord protection, tables, tents, chairs, signage, etc. necessary for the successful operation of their business in the park setting.
- **Set up:** Saturday 7:00 – 9:30 am. All vendors must check in as you arrive at park and be set up and vehicles removed by 9:30 am on Saturday. This will be strictly enforced. Unload your vehicle first, find a parking spot and then set up. Do not set up with your car blocking other vendors getting to their spots.
- The fair ends at 3:00 pm. If you leave before that time, you will not be able to bring your vehicle to your space to tear down.
- Vendors are responsible for keeping their area as neat as possible during the day, placing closed bags of trash at the designated collection points and for leaving the space as they found it.
- **No alcohol** is permitted at the fair.
- **No Rain Date:** there is not a rain date for the parade or fair.
- **Registration Deadline:** September 12, 2014

****FOOD VENDORS REQUIREMENTS ADDED 7/28/14**

1. Provide a copy of a valid business license
2. Provide certificate of insurance naming the Town of Townsend as an Additional Insured for the Townsend Fair on September 27, 2014.
3. Provide approved permit to operate a Temporary Food Establishment.
(form available thru Town Hall or thru Delaware Board of Health)

Parade Participants

- The parade begins at the Fire Company, marches down Main Street to Edgar Road to the Townsend Municipal Park.
- **Parade Line-up:** 9:00 am at the Townsend Fire Company, 107 Main Street.
- All parade entries will be announced as they enter the park.
- Trophies will be awarded.
- **Registration Deadline:** September 12, 2014.

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