

# Town of Townsend Annual Fair & Parade

**SATURDAY, SEPTEMBER 28, 2019**

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

## **VENDOR APPLICATION FORM**

Registration Deadline: Friday, September 13, 2019

Please Note: **Rain or Shine Event**

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Is this organization a non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes you **must** provide a copy of your 501C3)

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of space requested:

Food\*\* \_\_\_\_\_ Artist/Crafter \_\_\_\_\_ Retailer \_\_\_\_\_ Informational Display \_\_\_\_\_

**\*\*FOOD VENDORS - NOTE REQUIREMENTS ON PAGE 2\*\***

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

Food Vendor Fee is \$75.00

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

It is agreed and understood that my vendor booth is to be set-up by 9:30 a.m. and is to remain active until the close of the fair at 3:00 p.m. barring any emergency or unfavorable weather conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*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 Ivonne Romero @ [iromero@townsend.delaware.gov](mailto:iromero@townsend.delaware.gov)

# Town of Townsend Annual Fair Vendor Regulations

## Vendor Regulations

- **Vendor fees:** \$25.00 per space, free for non-profits, \$75.00 for food vendors.
- 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. Booth assignments will be provided one week prior to the fair.**
- 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. All vendors are required to stay until that time. Vehicles – including food delivery vehicles - will NOT BE PERMITTED access to the vendor areas once set-up has been completed at 9:30 am and until the fair ends at 3:00 pm**
- 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. Vendors are responsible for ensuring that any tents utilized are properly secured to ensure they will not be affected by wind. Note that most vendors will be located in the paved area of the parking lot.
- **No alcohol** is permitted at the fair.
- **No Rain Date:** There is no rain date for the parade or fair.
- **Registration Deadline:** September 7, 2019

## **\*\*FOOD VENDOR REQUIREMENTS**

1. All food vendors must provide a copy of a valid business license
2. All food vendors must carry liability insurance and attach a copy to the application. The Town of Townsend must be named as an Additional Insured for the Townsend Fair on September 22, 2018.
3. All food vendors are required to obtain and post a current Board of Health Certificate to operate a Temporary Food Establishment on September 22, 2018. (form available through Town Hall or through Delaware Board of Health)

**For additional information please contact:**

Town Hall @ (302) 378-8082 or  
Ivonne Romero @ [ivonne@townsend.delaware.gov](mailto:ivonne@townsend.delaware.gov)