

****Fillable Form****

Town of Townsend Annual Fair & Parade

SATURDAY, JUNE 3, 2023

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

PRIVATE VENDOR APPLICATION FORM

Application Deadline: Friday, May 12, 2023

Please Note: Rain or Shine Event

Contact Person: _____ Phone: _____

Name of Organization (if applicable): _____

Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Type of space requested:

Artist/Crafter _____ Retailer _____

A standard vendor space is 10x10. Spaces are \$30.00 each.

Number of Spaces needed: _____

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 townhall@townsend.delaware.gov

Town of Townsend Annual Fair Private Vendor Regulations

Vendor Regulations

- **Vendor fees:** \$30.00 per space.
- All fees are non-refundable unless the Committee rejects your application.
- All applications must include a list of items for sale. All contact information shall be completed correctly. An applicant may not apply 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 the park and be set up. All vehicles must be 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 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:** May 12, 2023

For additional information please contact:

Town Hall @ (302) 378-8082 or
townhall@townsend.delaware.gov