

Maine Celtic Celebration, Inc.

Vendor Information / Guidelines

DATE, TIME & LOCATION: The Celebration will take place Friday July 19 - 4pm to dusk, July 20 - 10 AM to dusk, and Sunday, July 21 - 10 AM to 4 PM on both Belfast Common and Steamboat Landing, Belfast, Maine, (Directions are available upon request).

SPACE:	Booth size	10' x 10'	10' x 20'	10' x 30'
	For profit	\$220	\$270	\$320
	Non profit	\$160	\$210	\$260

Electricity: (\$50 additional charge will apply)

Water: (\$10 additional charge will apply)

Available electrical hookups and water connections are limited.

SET UP TIME (General): Friday afternoon or early Saturday morning will be available for set up. Please have booth ready to open by 10 AM on Saturday and Sunday and have transportation vehicles moved from the area. Please plan to stay open until dusk on Saturday and 4pm on Sunday (weather permitting). Opening on Friday afternoon after 4:00 PM is optional.

TRAILERS OR SALES WAGONS: Must be on site by 4:00 pm Friday.

BREAK DOWN TIME: Booths may not be broken down any earlier than 30 minutes before closing time on Sunday unless an emergency or previous arrangements are made. This will allow people coming late to have the complete experience. If you need to leave early for a pre-arranged departure, your booth will be located in a less obtrusive spot to limit disruption to visitors.

REQUIREMENTS: Bring your own tables/chairs and displays. Power at the site is limited. If you require electricity, depending where you are located you will need to provide your own heavy-duty electrical cords. Power strips are highly recommended. No small gauge cords can be used for long distances. **IMPORTANT NOTE: If you require additional services from the electrician on site you will be responsible for any charges for additional cords or plugs and time if needed.**

Also note that Belfast now has an ordinance prohibiting single use plastic bags and polystyrene containers.

LOGISTICS: Unload cars, vans, trucks, etc. and move them off the site as soon as you are unpacked. At the end of the Celebration, do not move vehicles onto the site until music/other activities are over and you have finished packing.

CLEAN UP: Please be responsible about cleaning up your area, bagging trash and bringing it to the dumpsters located onsite. **Food vendors must take their used grease away with them for disposal.** Waste-water should be disposed of responsibly, away from other vendors.

APPLICATION: Fill in ALL information and return with payment. Applications must be signed.

ADVERTISING: The Celebration is promoted on the Maine Celtic Celebration official website, through local media outlets, by the Belfast Chamber of Commerce, on Facebook, in print, and through social media. **This year we will include vendor names in the official Celtic Celebration Program that is inserted into over 10,000 local newspapers. To be included in this listing, we must have a completed application and payment in full prior to June 1, 2019.**

The Maine Celtic Celebration reserves the right to not allow any items deemed inappropriate or obscene.

A CERTIFICATE OF INSURANCE NAMING THE MAINE CELTIC CELEBRATION AS INSURED & APPROPRIATE SELLER'S CERTIFICATES MUST BE PROVIDED AS PART OF YOUR APPLICATION.

Maine Celtic Celebration, Inc.

Vendor Application

Date _____ Business name _____

Contact & Title _____

Address _____

E-mail _____ Bus phone _____

Web site _____ Cell _____

Tax ID Number _____

Brief description of types of items you will be offering for sale:

Cost:	<u>Booth size</u>	<u>10' x 10'</u>	<u>10' x 20'</u>	<u>10' x 30'</u>	
	For profit	\$220	\$270	\$320	_____
	Non-profit	\$160	\$210	\$260	_____
	Electricity: (\$50 charge)				_____
	Water: (\$10 charge)				_____
				Total Fee	_____

*** PAYMENTS AFTER JUNE 30TH WILL BE ASSESSED A \$50.00 LATE FEE ***

New Vendor Recommendation: _____

Items to be included with your application:

_____ **INSURANCE ENDORSEMENT NAMING THE
MAINE CELTIC CELEBRATION AS INSURED**

_____ **APPROPRIATE SELLER'S CERTIFICATES**

_____ **BOARD OF HEALTH CERTIFICATES/PERMITS
(Food Vendors Only)**

Completed application, check for fees and required paperwork should be submitted to The Maine Celtic Celebration, PO Box 122, Belfast, ME 04915 **no later than June 30, 2019.**

After that date, applications will be accepted depending on available space.

A \$50.00 LATE FEE WILL BE ASSESSED AFTER THAT DATE.

The Vendor space is provided for a two full day period (Saturday & Sunday) and the vendor agrees to maintain the space for both days. Vendors may set up after noon on Friday July 19, 2019 and open for business on Friday at 4:00 pm.

Any questions or concerns, please contact Dawn Caswell at dawncaswell1@gmail.com or at 207-322-6156.

Refunds will be granted at 100% until July 1, 2019. After that, refunds are granted at our discretion.

Signature: _____

Date: _____