



July 4th Portland | P.O. Box 17831, Portland, ME 04112 | www.july4thportland.org

VENDOR INFORMATION

EVENT DATE: July 4, 2016 (*Rain-date: July 5, 2016*)

Thank you for your interest as a vendor for this event. Please fill out the attached application and return by the June 5, 2016 deadline. For any questions please contact Olivia Vega at info@july4thportland.org or 207.321.5550.

In order to process your application, please mail the following to July 4th Portland, PO BOX 17831, Portland, ME 04112:

- Completed application and payment
- Signed 2016 Stars & Stripes Spectacular Vendor Agreement
- Certificate of insurance naming City of Portland and July 4th Portland as additionally insured. Please list the event date and rain date. Coverage needs to be a \$400,000 general and product liability.
- If you do not possess a current City of Portland Food Service License, you must complete a Temporary FSE Permit Application. For information about City of Portland Food Service Licenses, please call 207.874.8557. Temporary Licenses once approved will be picked up by a July 4th Portland representative and distributed day of the event.
- Check to the City of Portland for Temporary License

Please note:

- Temporary Licenses once approved will be picked up by a July 4th Portland representative and distributed day of the event.
- Vendors must arrive at 10:30AM day of the event and be in place no later than 2:00PM and remain for the duration of the event; in the event of rain, vendors must commit to rain-date or forfeit deposit.
- We are partnering with Garbage to Garden again to make this event as sustainable as possible. Please review the Garbage to Garden Vendor Information included in this application.



2016 STARS & STRIPES SPECTACULAR VENDOR APPLICATION

Business Name

Contact Name

Mailing Address

Phone Number

E-Mail Address

Type of Vendor: Food Non-Food

Please list all items. (If food, menu is subject to review. Once accepted you must adhere to it).

Electrical requirements: _____ Amps _____ Voltage Do you have a generator? Yes No

Total footage requirements (see Vendor Fee page): Length _____ Depth _____

If trailer, indicate what side you serve from: Driver's Side Passenger's Side

I, the undersigned vendor, agree to abide by all of the obligations listed below. I understand that my signed agreement is necessary for acceptance of my Vendor Application.

I hereby acknowledge and agree to the authority of the City of Portland and the event organizers of the Stars and Stripes Spectacular (July 4th Portland).

1. To determine who shall participate in the Stars & Stripes Spectacular event.
2. To revoke, at any time, the right to participate of anyone who fails to comply with the obligations and requirements imposed by officials of the festival.
3. As a vendor, to display & sell only items listed on my vendor application.
4. Each vendor will receive one parking pass to able to park on Munjoy Hill during the event. Parking is not available in the festival area. Vehicles must park according to publicly posted restrictions.
5. Vendor agrees that no individuals will roam the festival promoting its products or services unless approved by festival officials.
6. Vendor agrees to arrive after **10:30AM**, to be set up by **2PM** and remain for duration of event.
7. Vendor agrees to only occupy space assigned by festival organizers.
8. We have a carry in carry out policy. Vendor is responsible for their own trash.
9. Vendor understands that no refunds will be awarded if vendor cancels. A \$100 security deposit for the rain date of July 5th is required. Rain date fee refunded if rain date not needed.
10. Vendors who do not return on rain date will forfeit their fee.
11. Vendor agrees to abide by the City of Portland's code requirements for Temporary Food Service Establishment Licensing (food vendors only)
12. Vendor's bagged trash may be left at their location at the end of the event.

Signature

Date

VENDOR FEE/SPACE REQUIREMENTS

All vendors must provide their own booth and display and MUST have hand trucks available to move units after set up, if necessary. All vendors must rent a minimum of 10 feet followed by 5 foot increments.

Size of your set up (including hitches & awnings if applicable): Length _____ Depth _____

Photo of your booth is required.

BOOTH RATES

Food Vendor Fees: \$300 first 10 feet + each additional 5 feet /\$80	\$ _____
Non Food Vendor Fees: \$235 first 10 feet + each additional 5 feet/\$80	\$ _____
Rain date/Security Fee:	\$ 100 _____
Total Amount Due:	\$ _____

Please make check payable to "July 4th Portland".

EXCLUSIVES

No exclusives will be provided. But in order to create an atmosphere most beneficial to maximize sales we will limit the number of duplicate items.

INSPECTIONS

All vendors must pass inspection by the License Inspector on the day of the event. Vendors who do not pass inspection will be given time to correct the violation, however if you cannot correct the violation, you must leave the event and forfeit any fees paid. For questions regarding inspections please call 207.874.8693.

CERTIFICATE OF INSURANCE

No vendor will be allowed to set up without a Certificate of Insurance naming the City of Portland and July 4th Portland Stars & Stripes Spectacular named as additional insured.

- Certificate of Insurance enclosed
- Certificate of Insurance will be mailed to: July 4th Portland, P.O. Box 17831,
Portland, ME 04112 no later than application deadline of June 6, 2015

**For any additional questions please contact: Olivia Vega
at info@july4thportland.org or 207. 321.5550.
Thank You.**

GARBAGE TO GARDEN

IMPORTANT INFORMATION FOR CONCESSION STAND VENDORS



In an effort to minimize the waste generated at Portland's East End Fourth of July celebration this summer, the City of Portland is teaming up with [Garbage to Garden](#), a Portland based curbside composting company, to provide waste station receptacles and staff to facilitate the sorting of compost, recycling and trash.

To support the city's zero-waste goals, we highly encourage you to provide compostable packaging for serving your food. As we like to say, "If it grows, it goes."

Compostable serviceware includes:

- Wax paper and paper lined cups
- Cardboard and paper products (not plastic lined)
- Chopsticks or wooden utensils
- PLA or [BPI](#) certified plant based products (corn cups, etc)

Onsite:

- Vendors will be provided with a bucket for all organic materials (to be returned at the end of the night for compost).
- Garbage to Garden representatives and volunteers will be sorting and hauling waste and can be utilized as a resource to identify what is or is not compostable.
- **Please do not throw trash bags of mixed (compostable, recyclable, trash) waste into the trash receptacles of the waste stations.**

For more information please contact emily@garbagetogarden.org or visit GarbagetoGarden.org.