



**TO ALL VENDORS**

Enclosed, please find a 2011 Vendor Contract. Read through the contract, sign and date where indicated and send your proof of insurance, which names the Rockland Festival Corporation as additionally insured and your deposit to:

**MAINE LOBSTER FESTIVAL  
C/O Vendor Committee  
P.O. BOX 552  
ROCKLAND, ME 04841**

Your contract must be approved by the vendor committee before you have a space. No Contract will be accepted without the certificate of insurance and non-refundable deposit of \$100.00. The approved contract and confirmation letter will be mailed to you on June 15th. It is necessary that we have a copy of your sales tax/vendor permit as applicable to the State of Maine. This permit is attained from the Maine Revenue Services in Augusta; phone (207) 287-2338 or fax (207) 287-3733. Simply request an application for Tax Registration and they will mail it to you or download the form from their web-site: [www.state.me.us/revenue/forms/req.pdf](http://www.state.me.us/revenue/forms/req.pdf)

**PLEASE NOTE:** This year we open the festival August 3<sup>RD</sup> at noon. All vendors **MUST BE IN PLACE** and ready for business by that time.

If you have any questions that are not answered by the text of the contract, you may contact Dan Pease at: [vendor@mainelobsterfestival.com](mailto:vendor@mainelobsterfestival.com). Otherwise, you may send your questions via letter to our attention c/o the Maine Lobster Festival at the address printed above. We are looking forward to another successful Lobster Festival and working with you.

Check out our web site at [www.mainelobsterfestival.com](http://www.mainelobsterfestival.com) for up to date information.

Sincerely,

Vendor Committee

## 2011 MAINE LOBSTER FESTIVAL VENDOR CONTRACT

### CHARGES:

(For space and electricity-for-normal lighting only. Vendor must supply whatever is needed to display and merchandise the product.)

### INSIDE/OUTSIDE SPACE FOR BOOTH:

\$5.00 per sq. ft. - minimum space is 10'x10'. Footage will include size of tent, booth, trailer, etc., plus awnings and any outside display area. Specify total area and side or sides you wish to sell from.

### FESTIVAL EQUIPMENT:

Food Vendor Booths: \$1700.00 for use only - size is 10' x 15'. Additional space is subject to normal pricing.

**Note:** Festival equipment is limited - the decision of the Board of Directors on its use is final. Signage is limited on booths and must be approved by Board of Directors. If it is determined by the Board of Directors that damage was negligent, application may be denied for the following year and vendor may be charged for cleaning or repair.

### HOURS OF OPERATION:

The above charges are for all the normal hours that the Festival is open or any part thereof. Vendors agree to operate during all the hours of the Festival. No refunds or reductions will be given if the hours of the Festival are shortened by any circumstances beyond the Festival's control.

#### Normal Hours:

Wednesday	8/03/2011	12 noon to 10:00 pm
Thursday	8/04/2011	9:00 am to 10:00 pm
Friday	8/05/2011	9:00 am to 11:00 pm
Saturday	8/06/2011	9:00 am to 11:00 pm
Sunday	8/07/2011	9:00 am to 6:00 pm

**Note:** On Wednesday we open at 12 noon. All vendors must be in place and open for business.

**LICENSES - INSURANCES: EACH VENDOR IS RESPONSIBLE FOR THE PROCUREMENT OF ALL NECESSARY STATE PERMITS AND/OR LICENSES AND A MINIMUM OF \$1,000,000.00 LIABILITY INSURANCE COVERAGE NAMING ROCKLAND FESTIVAL CORPORATION AS ADDITIONALLY INSURED. PROOF OF INSURANCE COVERAGE MUST ACCOMPANY YOUR APPLICATION AND NECESSARY PERMITS/LICENSES MUST BE DISPLAYED IN YOUR BOOTH DURING FESTIVAL HOURS. THERE WILL BE NO EXCEPTIONS.**

### SET-UP & PARKING:

All vendors shall be in place by Wednesday at noon on August 3<sup>RD</sup>. Electrical and water hook-ups will be done on first come basis. Access of vehicles to the grounds for set-up and replenishment of supplies will be allowed before and after regular Festival hours. All vehicles will be off Festival grounds by 8:45 AM every morning. Also, campers, trailers, vehicles, etc. are prohibited on Festival grounds during and after Festival hours.

## 2011 MAINE LOBSTER FESTIVAL VENDOR CONTRACT

### **ELECTRICITY:**

Electrical requirements must be stated on the contract - if we believe them to require additional charges, you will be promptly notified.

### **WATER HOOK-UPS:**

Water volume is a problem, but we will strive to serve vendors needs. Bring plenty of hose and be conservative in your use of water.

### **SAFETY - CLEANLINESS - WASTE:**

All vendors are responsible for maintaining their space in a manner that is both safe and pleasing to their workers and customers. All trash must be boxed or bagged and placed in the containers provided. NO liquid waste can be discharged on the grounds, nor can anything be thrown in the ocean. Vendors are responsible for removing their own property and cleaning their own space at the close of the Festival. The rented space and its surroundings must be clean of all belongings and debris. A surcharge of \$150.00 will be assessed for clean up, at the discretion of the Director of Vendors.

### **SECURITY:**

The Festival will have two people patrolling the grounds from 10:00 pm to 6:00 am on Wed., Thurs., Fri. & Sat. evenings. The Festival does not assume any responsibility or liability for loss or damage to vendor's property. Your signature on the contract signifies your understanding of this.

### **ITEMS FOR SALE:**

No items bearing the words 'Maine Lobster Festival' may be sold on the grounds without prior permission of the Board of Directors. No sex or drug-oriented items, sprays, or noisy items can be sold. The Festival President and/or his/her designee retain the right to order the immediate removal of any item or items they deem unsuitable. Food and merchandise vendors are limited to selling only those items they have listed on the contract and the Festival retains the right to reject or limit those items or the number of vendors selling any given item. Not removing items from sale that the Festival deems unsuitable, will lead to removal of your entire booth and no refund. Lobsters may only be purchased on the grounds at the Main Food Tent cooked. Violation will result in immediate removal.

### **SIGNS, ATTIRE, PROMOTIONS:**

Booths may only display signs with the name of the organization renting said booth and a list of items sold with their prices. Workers in that booth may wear a t-shirt or hat bearing no more than the name of the organization. At no time will attire, buttons, badges or literature be worn, displayed, sold or given away, that promotes the doctrine, belief, or dogma of that vendor or any other person or organization. Space for that purpose may be purchased at regular rates at the discretion of the Board of Directors.

### **DEADLINES:**

Applications, with a \$100.00 non-refundable deposit(\$500 deposit for Festival provided food booth), must be received by May 15, 2011. If approved, a copy will be returned and if not approved the deposit will be returned. A space will not be held past deadline date if application and deposit have not been received. Do NOT contact the Chamber of Commerce in regards of acceptance or not. Contact Dan Pease at [vendor@mainelobsterfestival.com](mailto:vendor@mainelobsterfestival.com) .

## 2011 Maine Lobster Festival Vender Contract

All information below must be completed before approval. A copy of the approved contract will be returned.

PLEASE PRINT:

Name of business or organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**RENEWAL VENDOR APPLICATION**  **NEW VENDOR APPLICATION**

Category: Check ALL applicable categories:

Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Food \_\_\_\_\_ Non-Food \_\_\_\_\_ Outside \_\_\_\_\_ Inside \_\_\_\_\_

**If space is outside please include a photo of your facility.**

For space you require: \_\_\_\_\_ x \_\_\_\_\_ Total square feet = \_\_\_\_\_

Items you will sell: Please be specific \_\_\_\_\_

Do you have necessary permits/licenses and insurance? \_\_\_\_\_

**Electrical: (700 watts automatically provided)**

Describe any special electrical requirements that you have (amps and voltage) \_\_\_\_\_

Additional Electric Needs are \$150.00

Charges:

Spaces (total sq. ft. times \$5.00)	= _____
Food Vendor Booth (\$1700.00 flat fee)	= _____
<b>NOTE: Requires a \$500.00 deposit</b>	
Additional Electric (\$150.00)	= _____
Total Charges	\$ _____
Less \$100.00 (\$500.00 if applicable)	
Non-Refundable Deposit with contract	- \$100.00 (\$500.00 if applicable)
Total due before setup	_____

I have read the contract and agree to the terms as stated above. It is understood that before set up the contract is to be paid in full. No contract will be approved without proof of insurance; Rockland Festival Corporation must be named as additionally insured. The Lessee agrees to indemnify, save, and hold harmless of and from all claims, demands, causes of action, liability and expense, including reasonable attorney's fees, in connection with loss of life, personal injury or damage to property arising during the term of this lease, or leased premises, to the extent that the same is caused by any act or omission of Lessee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contract approved by \_\_\_\_\_ Date \_\_\_\_\_

Number Badges needed for your workers \_\_\_\_\_ (\$10.00 per pass if more than 6 are required)