

The 35th Annual Market Square Day

Application for Booth Space – Saturday, June 9th

EARLY APPLICATION DEADLINE IS WEDNESDAY, MAY 9th AT 5:00PM. Applications postmarked after May 9th will be subject to late fees. Acceptance confirmations begin in May; specific booth space information and a celebration area map follows. I/We hereby apply to Pro Portsmouth, Inc. (*herein after called PPI*) for Booth Space in the celebration area for Market Square Day (*herein after called MSD*) on June 9, 2012, from 9:00AM to 4:00PM. Rain or shine.

PLEASE PRINT OR TYPE: Note - If your information has changed please make sure to include previous information(Co./Booth Name)

Business/Organization Name: _____

Contact Person: _____ Tel: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

List/describe ALL sales items, menus, printed materials, displays, demonstrations, and any other activities that you will offer. *Discrepancies between descriptions and actual "day of" content will be considered to be in violation of festival rules (see Rules & Reg.). Photos of all sale items are required with this application and can be returned if a self-addressed stamped envelope is provided.*

List all equipment that you will be using: _____

Attach description, sketch of dimensions (LxWxH), and configuration of your display booth (open/solid back, overhead structure, etc.).

Returning Vendors: requested booth location _____
(There are no placement guarantees – all Downtown Merchants will receive the right of first refusal for their Storefront space.)

Booth Space Categories - Circle Your Choice(s)

Your display/canopy must fit within 15' x 10' (L x W) space (curbside on the street surface)
*Vendor Booths are *NOT* to be over 10 feet high*

Vendors may not hawk/canvas/rove beyond their booth space (streets or sidewalks). Failure to adhere to this guideline will result in forfeiture of your booth space and your security deposit. Anyone vending/hawking/canvassing on the Streets/Sidewalks of the Festival area will be removed.

A. ARTISTS AND CRAFTSPEOPLE: You must submit two (2) photos of your booth/work for jury. All items in this category must be original, handmade works by the exhibitor. FAILURE TO SUBMIT PHOTOS ON A TIMELY BASIS COULD EFFECT CONSIDERATION OF YOUR APPLICATION.

Description: <u>All booths are 15' x 10' (L x W)</u>	Until 5/9/12	After 5/9/12
Craft Space:	\$190	\$240

B. NON-FOOD VENDORS: You must submit two (2) photos of your booth/activity for approval. FAILURE TO SUBMIT PHOTOS ON A TIMELY BASIS COULD EFFECT CONSIDERATION OF YOUR APPLICATION; WE ALSO RESERVE THE RIGHT TO REQUEST SAMPLES OF YOUR PRODUCTS.

Description: <u>All booths are 15' x 10' (L x W)</u>	Until 5/9/12	After 5/9/12
Downtown Merchant (storefront space in Festival area)	\$110	\$160
Other Portsmouth Merchant	195	245
Seacoast Merchant	325	375
All Others	525	575
Non-Profit Organization	185	235
Non-Profit Organization + Raffle	285	335
Media	350	400
Political Parties/Candidates/PACs	Contact Pro Portsmouth	

C. FOOD VENDORS: Please submit two (2) photos. Food vendors will be required to obtain a Temporary Food Permit. Accepted applicants will receive specific information at time of confirmation. Due to Pro Portsmouth's fundraising efforts, **WATER, SODA, OR ANY CARBONATED BEVERAGE SALES ARE PROHIBITED**. FAILURE TO SUBMIT PHOTOS ON A TIMELY BASIS COULD EFFECT CONSIDERATION OF YOUR APPLICATION.

Description: <u>All booths are 15' x 10' (L x W)</u>	Until 5/9/12	After 5/9/12
Downtown Restaurant (storefront in Festival area)	\$215	\$ 265
Other Portsmouth Restaurant/Vendor	395	445
Other Restaurant/Vendor	575	625
Non-Profit Organization	235	285

SEE REVERSE FOR RULES & REGULATIONS

OFFICE USE:

Vendor Fee: _____	Cert. Insurance: _____	Deposit: _____
Date Rec'd: _____	Date Rec'd: _____	Date Rec'd: _____
Check #: _____	PPI Policy: _____	Check #: _____

MSD 2012 Rules and Regulations

For all participants in the 35th Annual Market Square Day Celebration:
Please note that items 2, 3, 7, 8, 9 & 11 must be initialed in boxes provided.

1. Applicants will be assigned booth space on a first-come, first-assigned basis within their designated area with priority given to Portsmouth/Seacoast applicants. Pro Portsmouth, Inc. reserves the right to reallocate spaces as necessary. Any accepted applicant not in their assigned place by 8:00AM (7:30AM for Food Vendors) on June 9th will be considered to have forfeited the right to occupy their designated booth space.
2. Accepted applicants will be mailed a VENDOR PASS which must be shown at entrance points to gain access to setup and must be prominently displayed at booth throughout the day. Duplicate vendor passes will be issued at PPI headquarters for a \$20 fee.
3. **No trailers, trucks, cars, vans, or other vehicles will be permitted as booths or displays** with the exception of radio and television broadcasting vans. **During booth setup (6:00 -8:00AM), vehicles cannot block offloading traffic. Any vendor blocking traffic for more than five minutes may, at the discretion of PPI and its agents, forfeit their booth space.**
4. **Raffles and games of chance, unless approved by PPI, are prohibited.**
5. **Absolutely no novelty items, including, but not limited to, items like propellants or snapping toys permitted to be sold or distributed at MSD. Anyone selling, distributing or displaying any items or products deemed inappropriate by PPI risks removal from the Festival.**
6. "Market Square Day" is trademarked. Any use of said trademark is prohibited by law. Any use of the term Market Square Day, including merchandise, is strictly prohibited.
7. No transportation vehicles will be permitted inside the celebration area between the hours of 8:00AM and 4:00PM on Saturday, June 9th. **Vendors must cease selling and begin breakdown at 4:00PM SHARP per order of the Portsmouth Police Department. Early breakdown is not permitted. Failure to cease the sale of goods promptly at 4:00PM will result in forfeiture of security deposit.** Entrance of any vehicle is at the discretion of the Portsmouth Police Department only.
8. **Use of the sidewalk for additional vendor space or storage is prohibited. Sidewalks must remain clear at all times per order of the City of Portsmouth. Vendors may not hawk/canvas/rove beyond their booth space (streets or sidewalks). Anyone vending/hawking/canvassing on the Streets/Sidewalks of the Festival area will be removed. Failure to adhere to this guideline will result in forfeiture of your booth space and your security deposit.**
9. MSD participants are responsible for the **clean up** of their designated space, including, but not limited to, corrugated boxes, trash or cooking oils and charcoal, and **must supply their own receptacles for this purpose. Failure by vendor to collect, remove, and dispose of all trash off site will result in forfeiture of security deposit.**
10. **A Certificate of Insurance for your business or craft must accompany this application** to be considered for participation. Vendors must note Pro Portsmouth, Inc. as an additionally insured party for the Festival date. The amount of liability coverage required is \$1,000,000.00. **Applications will not be approved and you will not receive a Booth assignment until you provide PPI with proof of insurance (Certificate).**
11. **Security Deposit: A \$75(non-food) \$100(food) security deposit (SEPARATE CHECK) is required of all vendors at the time of application.** Upon satisfactory inspection of your display area at the conclusion of MSD, vendors are free to exit the Festival. **Failure to clean your respective area, or failure to comply with festival rules and regulations results in forfeiture of the deposit.** PPI agents will supervise all checkouts. Your deposit will be returned within two weeks after festival upon passing proper checkout inspection.
12. Each applicant assumes all responsibility for all risk of loss in connection with any reservation and/or use of space on MSD. PPI and its agents, employees, officers, and members of the Board of Directors shall in no event be liable to any applicant or other persons an applicant may allow to use his/her space, for damage of property, theft of property, loss of property, or any other injury. **PPI will not provide tents, booth hardware, power or water. All applicants must make their own arrangements.**
13. **PPI reserves the right to limit the use of generators (primarily to the "Food Court" area).**
14. PPI and its agents shall have the right to cancel MSD in the event of any act of God, including, but not limited to, rain or other unavoidable circumstances. This right to cancel shall continue during the course of MSD. PPI and its agents shall have complete and absolute discretion in determining if any such occurrence warrants cancellation. Because PPI is a not-for-profit organization which will have either spent or committed all of its revenues prior to MSD, the application fee of all accepted applicants will not be refunded. Should MSD be cancelled for any reason, no monies will be refunded.
15. Applicant agrees to indemnify and hold PPI and its agents, employees, officers, and members of the Board of Directors harmless from any and all claims, actions, damages, liability, and expenses in connection with any injury to person or property, including loss of life, associated with or arising out of this agreement hereunder. Applicant shall indemnify and hold PPI, its agents, employees, officers, and members of the Board of Directors harmless, and shall pay damages, costs, expenses, and reasonable attorney's fees that may be incurred or paid by PPI in connection with any litigations arising out of this application.
16. ***NEW FOR 2012: Downtown Merchants requesting Booth Space are required to set up a Booth complete with products, tables, tent.**

Pro Portsmouth, Inc. reserves the right to accept or reject any application.

I/We the undersigned, have read and understand the rules, regulations, financial obligations, and insurance requirements stated above and by signing below do herewith agree to all of the aforementioned. I/We also understand that failure to comply with same may, at the discretion of PPI, result in the forfeiture of booth space and any fees paid.

Signature of Applicant

Name (Please Print)

Date

CHECK LIST : APPLICATIONS WILL NOT BE CONSIDERED FOR APPROVAL WITHOUT:

- Signed and Initialed application (six boxes)
- Two (2) photographs (SASE)
- Security deposit of \$75/100 (separate check)
- Certificate of Insurance designating PPI as an additionally insured party (\$1,000,000.00 liability)
- Sketch of booth dimensions/contents
- Application fee (including late fee if applicable)

Please make all checks payable to: Pro Portsmouth, Inc.
P.O. Box 967
Portsmouth NH 03802