



**Melrose Chamber of Commerce
2017 VENDOR APPLICATION**

Sunday, September 10th, 2017; 11:00 am - 4:00 pm (severe weather date 9/17)

Below are the relevant details for **participation and the vendor application** for the 37th Victorian Fair. Please contact the Chamber staff with any questions at Lauren@melrosechamber.org or Kim@melrosechamber.org or call 781-665-3033. You may also complete your application and payment online at www.melrosechamber.org.

FAIR SPACE:

- The booth/space is 10'x10' and will be set up by Chamber volunteers by 9:00am the day of the Fair.
- Please see the space accommodations below and choose what best suits your needs.
- **Your assigned space number, along with day of fair instructions, will be posted on our web site, www.melrosechamber.org by September 7th. You will not hear from us about your space before then.**
- If you plan to have a banner hung at your space and you are renting a canopy from us, it must be installed by our tent vendor. Banners should be no longer than 9 feet 6 inches, and no taller than 3 feet. Preferably with grommets on each of the 4 corners, as well as an additional 3 grommets on the top. This is so we can attach it to the canopy frame securely and tightly for the best possible display.

HEALTH DEPARTMENT REQUIREMENTS – Food Vendors and Massage/Physical Therapists:

- If you plan to sell or give away food, you must complete both a Temporary Food License and a Worker's Compensation Form and return it to the Melrose Board of Health.
- Return both a Temporary Food License and a Worker's Compensation Form it by Wednesday, August 30th at 12:00PM to the Board of Health.
- Temporary Food Establishment Permit can be found here:
 - <http://www.cityofmelrose.org/departments/health-department/permits-and-applications/>
- Worker's Compensation Form can be found here:
 - <http://www.mass.gov/lwd/workers-compensation/forms/form-list-alphabetical/f-aff-builders.pdf>
- Documents received after this date risk not receiving the permit in time for the Fair.
- If you plan to offer massage therapy, physical therapy or chiropractic services, you must enclose a copy of your state license to the Chamber with your Victorian Fair application.

MAKE NOTE:

- **August 1st:** Deadline to **avoid \$50 late fee application charge AND be included in Pre-Fair publicity.**

2017 VENDOR PRICES:

	SPACE RATE:	Canopy Rental:	Electrical Hook-up:	Table Rental:	Banner Installation:
Melrose Chamber Members:					
Food Vendor/Restaurant	\$220.00	\$60.00	\$50.00	\$25.00	\$20.00
Retail/Business	\$180.00	\$60.00	\$50.00	\$25.00	\$20.00
Civic Organization	\$110.00	\$60.00	\$50.00	\$25.00	\$20.00
Non-Melrose Chamber Members					
Food Vendor/Restaurant	\$350.00	\$60.00	\$50.00	\$25.00	\$20.00
Retail/Business	\$250.00	\$60.00	\$50.00	\$25.00	\$20.00
Civic Organization	\$140.00	\$60.00	\$50.00	\$25.00	\$20.00

Note: A late fee application charge of \$50 will be added to all applications received after August 1st.

Melrose Chamber of Commerce 2017 Victorian Fair Vendor Application

You may also complete the application and payment online at www.melrosechamber.org.

- Company/Organization Name:**
Contact Person Name:
Mailing Address:
Phone Number:
Email Address (THIS IS OUR PRIMARY COMMUNICATION METHOD):
Describe your organization's Fair activity:

Reserve your accommodations by completing the following:

Choose a space option (see previous page) and enter the cost, the quantity and then provide a sub-total.

	<u>Cost</u>	<u>Qty</u>	<u>Sub-Total \$</u>
Space			

Select any add-on items which are the same cost for chamber members and non-chamber members. To add an item to your space, enter a quantity for each choice, subtotal the amount and add it to your total at the bottom.

Canopy	\$60.00		
Electrical Hook-Up	\$50.00		
Table Rental	\$25.00		
*Banner Installation (tent vendor to attach to canopy)	\$20.00		
Late fee for applications and payments received after August 1st			\$50.00
Total:			

*If you want a banner attached to your canopy, our tent vendor is required to do the installation for you AND the banner must be dropped off to the Chamber office by 3:00PM on/before Wednesday, 6th. It should be rolled or folded up neatly and clearly labeled with your organization's name on it. **At no time can tape, staples, ribbon, clips or other fasteners be used on the canopy. Any and all damage to a canopy will result in a \$50 fine for the company or organization. See banner sizing on previous page.**

I will be serving/giving away Food: ___Yes ___No

If yes, see Melrose Health Department web site for permit and requirements.

I will be providing massage, physical therapy or chiropractic services: ___Yes ___No

If yes, remember to attach a copy of your state license.

I will have music at my booth: ___Yes, please describe below ___No

PAYMENT (Application will NOT be processed and space will NOT be reserved without complete payment)

- Check enclosed made payable to the Melrose Chamber of Commerce. Check#_____ Amt_____**
- Please call me to charge my VISA or MasterCard. Phone # to reach you_____**

**Return this completed form, along with payment and any required licenses or permits to:
 Melrose Chamber of Commerce, One West Foster Street, Melrose, MA 02176**

Please note the following:

- The Fair is scheduled for Sunday, September 10, 2017 from 11:00AM – 4:00PM.
- I understand that the participation fee is non-refundable. Further, if the Fair is postponed to September 17th due to severe weather and I am unable to attend, I understand that my fee will not be refunded.
- Nothing is to be attached to any part of the canopy or you will be subject to a fine of \$50.
- If I choose to have a banner attached to my canopy, I agree to deliver it to the Chamber before/by 3:00PM on Wednesday, September 6th. If I cannot do this I will bring the banner with me to the Fair and understand I will have to wait until the tent vendor can get to my booth to install it.
- A \$50 late fee will be applied to all applications and payments after August 1st.
- Any potential changes/additions on Fair Day must be paid for that day with cash or check only.

I have read and understand the above details:

Signature of Representative Print Name Date