



**38<sup>th</sup> Annual Victorian Fair**  
**Presenting Sponsor: MelroseWakefield Healthcare**

**Sunday, September 9<sup>th</sup>, 2018; 11:00 am - 4:00 pm (severe weather date 9/16)**

**Participation Details and Vendor Application**

Please contact the Melrose Chamber staff with any questions at [Lauren@melrosechamber.org](mailto:Lauren@melrosechamber.org) or [Jennifer@melrosechamber.org](mailto:Jennifer@melrosechamber.org) or call 781-665-3033. You may also complete your application and payment online at [www.melrosechamber.org](http://www.melrosechamber.org).

**FAIR SPACE:**

- A booth/space is 10 feet wide X 10 feet long.
  - If you rent a canopy through the Chamber for your space, the maximum height when standing underneath the canopy is 6 feet, 6 inches. Plan your activity underneath the canopy accordingly.
- Booth spaces will be set up by the Chamber's vendor and volunteers by 9:00am, on Fair Day.
- 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](http://www.melrosechamber.org) by September 5<sup>th</sup>. You will not hear from us about your space location before then.**

**BANNERS:**

- 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 canopy vendor. See specifications below:
  - Banners should be no longer than 9 feet 6 inches, and no taller than 3 feet.
  - Banners should have grommets on each of the 4 corners, as well as an additional 3 grommets on the top. This allows us to attach the banner to the rented canopy frame securely and tightly for the best possible display.

**ELECTRICITY:**

- A limited number of booths with an electrical outlet are available.
- The cost for an electrical hook up is \$50 and be indicated on your application.
- The electrical connection provided is a basic connection with a single plug.

**HEALTH DEPARTMENT REQUIREMENTS – Food Vendors:**

- If you plan to sell or give away food at the Fair, 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 documents to the Melrose Board of Health by Wednesday, August 29th at 12:00PM.** Documents received after this date risk not receiving the permit in time for the Fair.
- *Temporary Food Establishment Permit can be found here:*
  - <https://www.cityofmelrose.org/health/pages/permits-applications>
- *Worker's Compensation Form can be found here:*
  - <http://www.mass.gov/lwd/workers-compensation/forms/form-list-alphabetical/f-aff-builders.pdf>

**HEALTH DEPARTMENT REQUIREMENTS –Massage/Physical Therapists Only:**

- If you plan to offer massage therapy, physical therapy or chiropractic services at the Fair, you must enclose a copy of your state license to the Chamber with your Victorian Fair application.

**NOTE:**

- **July 31, 2018: Deadline to avoid \$50 late fee application charge AND be included in Pre-Fair publicity.**

**SEE PRICING AND APPLICATION NEXT PAGE**

**2018 VICTORIAN FAIR PRICES:**

	<b>BOOTH SPACE RATE:</b>	<b>Canopy Rental:</b>	<b>Electrical Hook-up:</b>	<b>Table Rental:</b>	<b>Banner Installation*:</b>
<b>Melrose Chamber Members:</b>					
Food Vendor/Restaurant	\$220.00	\$65.00	\$50.00	\$25.00	\$25.00
Retail/Business	\$180.00	\$65.00	\$50.00	\$25.00	\$25.00
Civic Organization	\$110.00	\$65.00	\$50.00	\$25.00	\$25.00
<b>Non-Melrose Chamber Members</b>					
Food Vendor/Restaurant	\$350.00	\$65.00	\$50.00	\$25.00	\$25.00
Retail/Business	\$250.00	\$65.00	\$50.00	\$25.00	\$25.00
Civic Organization	\$140.00	\$65.00	\$50.00	\$25.00	\$25.00
<b>Note:</b> A late fee application charge of \$50 will be added to all applications received after July 31, 2018.					
* 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. See specifications prior page.					

**SEE APPLICATION NEXT PAGE**

**Melrose Chamber of Commerce 2018 Victorian Fair Vendor Application**

You may also complete the application and payment online at [www.melrosechamber.org](http://www.melrosechamber.org).

**Company/Organization Name:**

**Contact Person Name:**

**Mailing Address:**

**Phone Number:**

**Email Address (THIS IS OUR PRIMARY COMMUNICATION METHOD):**

**Briefly describe your Fair activity:**

**Reserve your accommodations by completing the following:**

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

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

2. Select any optional, 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.

<b>Canopy</b>	\$65.00		
<b>Electrical Hook-Up</b>	\$50.00		
<b>Table Rental</b>	\$25.00		
<b>*Banner Installation (vendor to attach to rented canopy)</b>	\$25.00		
<b>Late fee for applications and payments received after August 1st</b>			\$50.00
<b>Total:</b>			

\*If you want a banner attached to your rented canopy, our tent vendor is required to attach it AND the banner must be dropped off to the Chamber office by 3:00PM on/before Wednesday, September 5th. Banner should be ROLLED 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**

**I have pre-ordered Electrical Hook-Up above: \_\_\_\_\_ 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 for credit card \_\_\_\_\_

**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 9, 2018 from 11:00AM – 4:00PM.
- I understand that the participation fee is non-refundable.
- If the Fair is postponed to September 16<sup>th</sup> 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 rented canopy or you will be subject to a fine of \$50.
- If I choose to have a banner attached to my rented canopy, I will deliver it to the Chamber before/by 3:00PM on Wednesday, September 5<sup>th</sup>. If I am unable to deliver my banner in advance, I will bring it with me to the Fair. I understand I will have to wait until the tent vendor is available to install it.
- A \$50 late fee will be applied to all applications and payments received after July 31, 2018.

***I have read and understand the above details:***

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date