



Saturday, May 13, 2017
11:00 am – 4:00 pm
Downtown Riverfront District
Haverhill, MA
Rain Date: May 20, 2017

Vendor Application

All vendor spaces are non-refundable and vendors agree to participate in the event of a rain date. Vendors are welcome to arrive for set-up at 9:30 am and are to be in service from 11:00 am to 4:00 pm.

Vendor spaces are encouraged to be as child-friendly and festive as possible including décor and products.

Please fill out the following form and return to
Greater Haverhill Chamber of Commerce, 80 Merrimack Street, 2nd Floor, Haverhill, MA 01830 or
email Melissa Seavey at melissa@haverhillchamber.com

Vendor Space (10x10' space) Member/\$100 | Non-Member/\$200 # of vendor spaces _____

Vendor payment is non-refundable.

Vendor Information:

Business or Organization Name: _____

Primary Contact Name: _____

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

Daytime phone: _____ Email Address: _____

Description of items being sold / distributed/ or craft being offered at your booth:

Vendors selling product must provide a copy of their Hawkers & Peddler's License. Food Vendors must have a Temporary Food Permit through the City of Haverhill. Vendors will ONLY be allowed to sell or distribute what is listed on their application.

Note: Vendors must provide their own tables, tents, trashcans and electrical/power supply source. No electricity will be provided. Food Vendors will be limited and accepted on a first come-first serve basis.

Credit Card: Visa/MC/AmEx/Discover Expiration Date: _____ Security Code: _____

Credit Card Number: _____

Name Appearing on Card: _____

Billing Address: _____ Zip: _____

Signature: _____

Checks may be made payable to: Greater Haverhill Chamber of Commerce
For more information, please contact the Chamber at melissa@haverhillchamber.com or 978-373-5663.
Please visit www.HaverhillChamber.com for more information on Kids ArtsFEST.



Vendor Rules & Guidelines

- All vendors must be approved by the Greater Haverhill Chamber of Commerce and may only sell items listed on their application. The sale of any item not listed on their application could result in closing of their sales booth.
- All vendor sites will be pre-assigned by the Greater Haverhill Chamber of Commerce. Upon arrival at the event you will receive a Vendor Map with your location and other pertinent information including parking information.
- Vendors are welcome to begin setting up **no earlier than 9:30 am** on event day and must have cars, trucks, and any other non-necessary items out of the event area **no later than 10:30 am**. **Vendors must be fully set up by 11:00 am**.
- **Vendors must provide their own tables, tents, trashcans and electrical/power supply source. No electricity will be provided.**
- Vendors may play music at their booths at a reasonable volume level that doesn't disrupt other vendors and activities.
- Vendors are responsible for cleanup of their sites. Trash pickup will be provided.
- Vendors will not break down their booths until the event has ended.

2017 Haverhill Board of Health Temporary Food Permit

- Food Vendors are required to have a Haverhill Board of Health Temporary Food Permit if:
 - Selling any food item other than whole fruits and vegetables
 - Serving cut or offer samples of any food, fruit or vegetable product.
- To apply for Haverhill Board of Health Temporary Food Permit:
 - Complete the APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT located on the Haverhill City website. (http://www.cityofhaverhill.org/forms/temporary_food_permit.php)
 - It is customary for the Health Inspector to be on location at the event.