



2021

Main Street - Douglas, MA  
October 2, 2021 9:00am - 4:00pm

## Vendor Application

### Rain or Shine

The cost of a 100 sq. ft. space is discounted to \$50.00 per space if paid (or postmarked) by August 15, Applications received after this date will be \$75.00 per space. Tents and awnings not noted on your application form will not be permitted during the event. To ensure more of public access to your site, all vendors will be on the street, plan accordingly. You are to bring weights or other appropriate items to secure your awning. All applications are considered on a first come, first served basis. All vendors are selected by the committee and selections are made in the best interest of the event. **All decisions of the committee are final.** Vendor Fees are not refundable. Electricity is \$10.00 extra. Electric sites are limited - See Rules. Set up is between 6:30 am - 8:30 am. ONLY! All vehicles will have to be moved by 8:30, **no exceptions.** The surrounding streets, Depot-Pleasant and Main Street will be closed to traffic for safety reasons. **Removal or dismantling of site between 8:30am - 4:00 pm is not permitted,** Please plan accordingly. Vendors will supply their own tables, chairs, and displays or anything else needed for setting up their site. All Items to be sold are subject to approval of the Douglas Festival Committee, up to and including the day of the event. Definitely, **NO SILLY STRING, STINK BOMBS, FIREWORKS, DYE OR SPRAY PAINT FOR HAIR ETC.. SNAPPERS, CAP GUNS OR ANYTHING WE WOULD CONSIDER DANGEROUS or MESSY. NO ILLEGAL OR BANNED ITEMS WILL BE ALLOWED.** Because of entertainment going on all day it is requested that no vendor have a radio or any other sound producing equipment in use. All food vendors must return this application with who is, and what they are serving noted, Food vendors must provide a copy of "serve-safe" certificate, a completed BOH Form, and a separate check for \$35.00 made out to the Town of Douglas with this application. Some exceptions apply, please see *Octoberfest Rules & Regulations* for more information. Please contact us or the Douglas Board of health if you have any questions concerning certifications or Board of Health requirements. **Vendors MUST list everything you plan on selling, giving away, promotional items, raffles, EVERYTHING on your vendor form for insurance liability and to help eliminate duplications of other vendors. Our Committee has the right to request removal of any items not listed on your vendor form. ALL RAFFLES REQUIRE A PERMIT FROM THE DOUGLAS TOWN CLERK. YOU MUST ATTACH A COPY OF THE RAFFLE PERMIT WITH THIS APPLICATION IF YOU PLAN ON RUNNING A RAFFLE. THERE IS NO EXCEPTION.** The rules listed here are not all inclusive. Please read *Octoberfest Rules & Regulations* on reverse side of this application and be sure to keep a copy of these documents for your records.

**YOU MUST check in at the administration tent next to the ticket booth on the day of the event, before setting up your site.**

Make checks payable to THE DOUGLAS FESTIVAL COMMITTEE and send completed form to: Douglas Festival Committee, 29 Depot St Douglas, MA 01516. Checks for the Board of health should be made payable to the Town of Douglas, and sent with this application.

#### **All vendors must consent to and sign this activities release statement.**

I, the undersigned, do hereby consent to my participation in Octoberfest in the town of Douglas. I also agree to forever release the Town of Douglas and all its employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in Octoberfest (hereafter called the organizers) from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Octoberfest event. I also promise, to indemnify, defend, and hold harmless the organizers against any and all legal claims and proceedings of any description that may have been asserted in the past or may be asserted in the future, directly or indirectly, arising from personal injuries to myself, a third party or property damage resulting from my participation in Octoberfest. I further affirm that I have read this Consent and Release Statement and that I understand its contents and purpose. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town of Douglas Octoberfest with full knowledge that the organizers will not be liable to anyone for personal injuries and/or damages that I may suffer in participating in Octoberfest event or its activities.

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

Signature of any other participant/s \_\_\_\_\_

#### **Please complete the information below:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

NO. OF SPACES \_\_\_\_\_ TENT/Awning \_\_\_\_\_ Size \_\_\_\_\_ ELECTRIC \_\_\_\_\_  
(If using an awning or Tent you MUST provide your own stabilization materials.) (ELECTRIC – You must Read Item 7, Rules & Regulations)

VENDOR/CRAFT \_\_\_\_\_  
(You MUST List everything you plan to Sell, Give Away, Raffle off, or any Promotions you plan on doing. Attach additional sheets if needed)

**FOOD** – list who is & what you are serving. Do you have "serve-safe" certification YES or NO (circle)

All food vendors must complete a Douglas Board of Health Application (see Rules & Regulations for instructions)

**PLEASE NOTE: This application will NOT be accepted or processed unless accompanied by full payment of the site fee. NO EXEPTIONS**

**Douglas Festival Committee**  
29 Depot Street, Douglas, MA 01516  
**OKTOBERFEST 2021 RULES AND REGULATIONS**

1. The cost of space is discounted to \$50 for a 100 sq. ft. space if the application and fee is received by August 15, Applications received after that date will be charged \$75.00. This event is rain or shine, fees are not refundable. Special considerations may be made for refunds/future credit for registered vendors if the event is cancelled by the Committee due Pandemic or other circumstance. All vendors will be on located on the street. With certain exceptions on Pleasant Street, you are not allowed a vehicle or trailer as part of your site setup. You are also not allowed to use the sidewalk as part of your site and you must not obstruct foot traffic to local businesses.
2. **ALL Crafters/Vendors must check in at the Administration Tent by 8:00am.** Those not checked in by 8:00am may forfeit their space without being refunded. Vendor sites must be set up and all vehicles removed from the area no later than 8:30 am. Vehicles will be allowed to unload beginning 6:30-8:30 am. ALL vehicles must be removed from the festival area immediately after dropping off their display at curbside. Vendors are not allowed to begin site setup until their vehicle is removed. There are to be no unattended vehicles in the festival area. All surrounding streets, Depot, Pleasant & Main streets are restricted to pedestrians only. No parking will be allowed on these streets. No Vehicles will be permitted back at your site until end of event at 4:00 pm. Vendor parking is available at the Municipal Building lot on Depot Street and at the Elementary School on Gleason Court. There are ***NO EXCEPTIONS*** to these policies.
3. **Early departure or removal of items from vendor site are prohibited.** The event draws thousands of patrons from all over the Blackstone Valley area. Try to bring enough stock so that you do not sell out. Packing up your site is disruptive to other vendors around you. Be as courteous as you would like them to be while you are making your final sales.
4. Vendors /Crafters will be responsible for bringing their own trash bags and cleaning their area, during and after the event. Please remove all trash and leave your area as you found it. Please bring your own tables and chairs or anything else needed for your set up. Attention smokers, smoking will not be permitted on the sites, to ensure the comfort and safety of others as well as your buying public. Be respectful, do not throw your cigarette butts on the ground.
5. **Electricity** is available at a limited number of sites for an additional \$10 per site. **15amp Max. per vendor.** No space heaters or air conditioners are allowed. Electric sites are very limited and will be assigned at the discretion of the committee. **Each vendor MUST Supply their own 100ft extension cord (rated for 15amps), tagged with their name on the Plug End.** Cords not identified with tags will be removed from Power Panels without notice. **Warning!** If you trip a circuit breaker more than twice your cord will permanently removed from the source without notice or refund. Do not overload the circuit!
6. The Douglas Oktoberfest is a very popular event, vendor space is limited. All vendors are selected on a first come, first served basis. All vendors are considered and are selected in the best interest of the event. All decisions made by the committee are final. We will notify you of your acceptance as a vendor as soon as we can. **No vendor application will be accepted without proper fees paid in full when the application is submitted. Telephone or Emailed applications without prior payment are not sufficient to reserve a vendor site. There are no Exceptions**
7. Vendors must list everything they selling, giving away, promotions, EVERYTHING on their application form for insurance & liability purposes, duplications, and fairness to other vendors. The Committee reserves the right to order the removal of any items not listed in advance on your vendor form. All vendors must display their Massachusetts Sales and Use Tax registration certificate, if applicable. Raffles require permits. If you are doing a raffle, be sure you have your raffle permit.
8. ***The following items will not be permitted and will be confiscated without compensation if you are found to be offering them:***
  - No illegal, banned, or controversial items will be allowed.
  - Silly string, bomber snappers, sprays, hair dyes, or paints.
  - Cap guns, stink or smoke bombs, fireworks or sparkers
  - Knives, Swords, or messy, annoying, or dangerous items.
  - No PA, loud sound or music systems at sites are allowed.
9. **Food Vendors: ALL food vendors MUST complete a Douglas Board of Health Permit application.** This form is available for download on our website, or by contacting us by email at: [vendors@douglasoktoberfest.com](mailto:vendors@douglasoktoberfest.com) BOH permit fees are as follows: Douglas-Nonprofit groups – Free. ALL OTHERS will be required to include an additional check made out to: **Town of Douglas** for \$35.00 and included along with the completed BOH form. These MUST be included with your Oktoberfest Vendor Application and sent to the **Douglas Festival Committee** with a copy of your Serve-Safe & Allergen certificates.
10. **All Applications must indicate number of tents, ez-ups, awnings, or any type of cover you plan to use and their sizes. We wish to keep these from blocking access to other vendors. If they are not indicated on your application, you will not be permitted to use them.**
11. Vendors are assigned site locations at the sole discretion of the Committee. Information as to the location of your vendor site will be available one week prior to the event. Each site will be marked on the grounds when you arrive and our staff will assist you.