



## DEAR AUTUMNFEST POTENTIAL CRAFTERS AND ARTISANS AND SPECIALTY FOOD VENDORS:

The Southbridge AutumnFest will be held on the Southbridge Town Common on Saturday, September 16, 2023 from 10:00 am – 5:00 pm, *RAIN or SHINE!* This annual event is a production of the Southbridge Business Partnership, and you are cordially invited to participate and sell your wares at this event.

In addition to crafters and specialty foods, entertainment, live music, games for kids of all ages, a farmer's market, a beer garden and more. Please complete the enclosed application to be considered for this show. We reserve the right to accept or deny any applications. SBP does have the authority to limit certain categories to only one vendor; for instance, we shall only approve one face painter. All applications must be thoroughly completed as described on the application to be considered.

***In order to best accommodate our vendors, crafter applications are due by August 1, 2023.  
Space is limited, so don't delay!***

**Special note related to food and beverage items:** If you intend to sell any consumable food or beverage product, you must complete additional paperwork and submit it with their temporary permit fee to the Town of Southbridge, Board of Health, no later than September 1, 2023. A copy of the temporary food permit can be downloaded off the Southbridge Board of Health website at <https://www.ci.southbridge.ma.us/322/Health-Department>. In addition to the food permit fee, you will need to provide your ServSafe certificate, allergens certificate and menu, fire extinguisher, fireproof tent, insurance certificated. **Again, this is for only serving food.**

### VENDOR SPACE DETAILS:

- **Booth Space** is 10'x10' on the grassy common area.
- This is a *rain or shine* event.
- A booth rental is required at \$50/per booth (discounted rate of \$30 for [Southbridge Business Partnership](#) current members) and must be paid in advance.
- Set-up time is no earlier than 8:00 a.m. on Saturday, September 16, 2023.
- Break down is after 5:00 p.m.; violators will not be asked to return in the future.
- **You are responsible for your own tables, chairs and overhead protection.**
- **\* Note: no selling of raffle tickets for items or cash awards will be allowed at any vendor booths.**

Further set up details will follow a couple of weeks prior to the event.

If you have any questions, please call (508) 347-2761 and ask for Alix. We very much hope you can join us!

Sincerely,

Alix McNitt  
Southbridge Business Partnership  
Board of Directors

