



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 <u>Southbridge Business Partnership</u> 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



Crafters & Specialty Food Vendors Application

Saturday, September 16, 10:00 – 5:00



Please thoroughly complete the following and return with a color photograph representative of the items you would like to sell and a check for the booth fee. All items are to be hand crafted; no resale or tag sale items will be considered. We reserve the right to accept or deny any applications. We shall limit certain categories to only one vendor; for instance, we shall only approve one face painter. Applicants are not accepted into the show until they have received written confirmation from us stating so. Your check will be deposited only in the event your application is accepted. Should your application not be accepted, your check will be returned to you.

	T				1
Name or Company N	Vame:				
Contact Person:					
Street Address:					
City/Town:		State:		Zip:	
Telephone:		Email:	Email:		
Website:		Faceboo	Facebook Page:		
Description of items sold:	to be				
Booth Fee Enclosed	□ \$50	□ \$50 □ \$30 Southbridge Business Partnership current member			
Is your photo included (A)	oplications without a pho	oto will not be considered):	YES □	NO	
Indemnification: I,accept and agree to hold the	rage item(s): ne Town of Southbridge, ally and wholly harmless	_ (print name), by virtue of com the Southbridge Business Partr for any and all losses I or my b	npleting this appleting and al	oplication do hell of its agents,	ereby acknowledge participants,
Signature:	ure: Date:				
Partnership by August 1 booth fee will not be cons	, 2023. Your booth fee is dered. You will be notif	booth fee with this application is required to guarantee your book ied upon acceptance in the show vable to: Southbridge Business I	oth space. Ap v, and addition	plications with	out a deposited
•	booth fee of \$50 per 10x	10 booth is enclosed: t SBP member) per 10x10 booth	is enclosed:	YES □ YES □	NO □ NO □
If you have any questions,	please call (508) 347-27	761 and ask for Alix. Return cor	npleted applic	eation to:	

Southbridge Business Partnership, P.O. Box 587, Southbridge, MA 01550

SBP Internal Review: Form Received Payment Received