



DEAR AUTUMNFEST POTENTIAL FOOD VENDOR:

The Southbridge Business Partnership is again sponsoring AutumnFest, an all-day event on the Southbridge Town Common to celebrate the coming of Fall. The event will take place on **Saturday, September 16, 2023 (NO RAIN DATE), from 10:00 am until 5:00 pm on the Town Common.**

AutumnFest will include live music and entertainment, craft vendors, a beer tent and of course wonderful food offerings all within the town common located between Mechanic Street and Crystal Street. Fun for all! *If this is of interest to you and your group, please join us!*

- Food vendor site price is \$50.00 (discounted price of \$30 for current [Southbridge Business Partnership members](#)).
- Booth space is a 10' square. This will be enough room for you to bring an "EZ UP" for shade or protection from very light rain. You are responsible for your own equipment. If cooking on-site, a fire extinguisher is required. Your pop-up canopy/tent needs to be fire rated.
- Set up time begins at 8:00 am.
- Closing will be at 5:00 pm.
- * **Note: no selling of raffle tickets for items or cash awards will be allowed at any vendor booths.**

Vendors who will be cooking/serving food will need a ServSafe Certificate and a one-day license from the [Southbridge Board of Health](#). Contacting the Department of Public Health for your license and information about public health regulations is your responsibility. Please contact that office at 508-764-4252 to make arrangements.

***Insurance Requirements:** The AutumnFest requires that all Vendors hold their own Workers Compensation Insurance, General Liability Insurance with a minimum limit of \$1M per occurrence and \$2M General Aggregate and Automobile Liability Insurance with a minimum combined single limit of \$1M. All vendors shall add "Southbridge Business Partnership" and the "Town of Southbridge" at 41 Elm Street, Southbridge MA 01550 as additional insured on a primary and non-contributory basis with respect to General Liability, Automobile Liability, and Commercial Umbrella. A Waiver of Subrogation in favor of the Southbridge Business Partnership and the Town of Southbridge with respect to General Liability Insurance and Workers Compensation Insurance shall apply. An Insurance Certificate naming the above organizations as Additional Insured for general liability with limits of \$1,000,000 Occurrence and \$2,000,000 General Aggregate, and Additional Insured with respect to Automobile Liability, and the Commercial Umbrella and representing the required Waiver of Subrogation wording MUST be submitted to the AutumnFest before the event. Failure to provide this document will result in a rejection of the application.*

IMPORTANT: The deadline for vendor applications is Tuesday, August 1, 2023. Applications will be accepted on space only basis after that date. No applications can be accepted without payment. A copy of the Town Permit and Insurance Policy must be received by September 1, 2023.

If you have any questions, please contact Elvis Dyer via email at sturbridgecoffeeroasters@gmail.com or Lisa Fortin at lfortin@saversbank.com.

Sincerely,
Elvis Dyer / Lisa Fortin
Southbridge Business Partnership
Event Co-Chairs



FOOD VENDOR APPLICATION

Name or Company Name:	
Contact Person:	
Street Address:	
City/Town:	
State:	
Zip:	
Telephone:	
Email:	
Website:	
Facebook Page:	
Food Vendor Price:	\$50 <input type="checkbox"/> \$30 (current SBP partner) <input type="checkbox"/>

Briefly describe what you plan to sell, whether or not it will be cooked on site, and the equipment you plan to bring: **We will do our best to eliminate duplication of food items from vendors. Please return the forms in a timely manner to assure you are able to serve what you would like.**

Food:					
Cooked on site:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cooked off site:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equipment:					
Fire Extinguisher on site:		Fire Rated Tent on site:			

Southbridge Fire Dept will be inspecting all vendors for compliance.

Please send this form and a check for \$50.00 (\$30 SBP current partners) payable to: Southbridge Business Partnership by August 1, 2023
(Payment is required to guarantee your booth space) to:
 Southbridge Business Partnership
 PO Box 587, Southbridge, MA 01550

A copy of your Southbridge Food Permit and insurance certificate must be received by September 1, 2023.

Note: We will do our best to limit the number of "like" vendors and we reserve the right to not allow duplicate vendors.

SBP Internal Review: Form Received _____ Payment Received _____ Food Permit Received _____ Insurance Received _____