



DEAR AUTUMNFEST POTENTIAL PARTNER TABLE PARTICIPANTS:

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 hand out informational material and/or sell your wares at this event.

** Note: no selling of raffle tickets for items or cash awards will be allowed at any vendor booths.*

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 event. We reserve the right to accept or deny any applications.

Note – if you are interested in being a crafter, artisan or food vendor, please fill out the application for those services. **This application is for partner tables only. Only SBP partners will be allowed to have informational tables.**

*In order to best accommodate our partners, partner 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 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.**

Booth Space is 10'x10' on the grassy common area. This is a *rain or shine* event. A booth rental is required at \$30/per booth 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.** Further set up details will follow a couple 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



Partner Table 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/hand out 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.

Name or Company Name:					
Contact Person:					
Street Address:					
City/Town:		State:		Zip:	
Telephone:		Email:			
Website:		Facebook Page:			
Description of Partner Table:					

Is your photo included (Applications without a photo will not be considered): YES NO

Do you intend to sell consumable food and/or beverage item(s)? YES NO

If yes, do you know you must complete and submit additional paperwork to the Town of Southbridge, Board of Health, per the cover letter? YES NO

Please describe food/beverage item(s): _____

Indemnification: I, _____ (print name), by virtue of completing this application do hereby acknowledge, accept and agree to hold the Town of Southbridge, the Southbridge Business Partnership, and all of its agents, participants, sponsors and volunteers fully and wholly harmless for any and all losses I or my business may incur as a result of participating in the Southbridge AutumnFest 2023.

Signature: _____ Date: _____

Please enclose a \$30 booth fee with this application and return it to the Southbridge Business Partnership by August 1, 2023. Your booth fee is required to guarantee your booth space. Applications without a deposited booth fee will not be considered. You will be notified upon acceptance in the show, and additional follow-up will contain your booth number. All fees are non-refundable and payable to: Southbridge Business Partnership.

My check for the booth fee of \$30 per 10x10 booth is enclosed: YES NO

If you have any questions, please call (508) 347-2761 and ask for Alix. Return completed application and payment to:

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