



## 2015 COMMUNITY BOOTH APPLICATION

### INFORMATION

Applicant Name:

Organization Name:

Business Address:  City:  Zip:

Mailing Address:  City:  State:  Zip:

Daytime Phone:  Website Address:

Cell Phone:  E-mail Address:

Non Profit ID:

List all the activities you plan to engage in at the market:

### DATE(S) STALL SPACE REQUESTED

10-Jun    17-Jun    24-Jun

1-Jul    8-Jul    15-Jul    22-Jul    29-Jul

5-Aug    12-Aug    19-Aug    26-Aug

2-Sep    9-Sep    16-Sep

Community booth members are restricted to two (2) visits per market season.  
Registration fee and stall fees are waived for registered 501©3 non-profit organization

**MEDIA RELEASE**

I hereby give permission in perpetuity to the Town of Randolph, its officials, employees, agents and assigns to use my name and photographic likeness in all forms and media for advertising and any other promotional purposes.

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

**HOLD HARMLESS/INDEMNIFICATION**

Vendor has read and understands the Main Street Marketplace Guidelines and is bound by the terms and conditions. Vendor shall defend, indemnify and hold the Town, its officers, officials, employees, representatives, agents and volunteers harmless from any and all claims, injuries, damages, losses liabilities or suits of any kind, including costs and attorneys' fees, arising out of or resulting from the acts, breach, errors or omissions of the Vendor in participating in the Main Street Marketplace, except for injuries and damages caused by the sole negligence of the Town. Consultant shall defend, indemnify and hold the Town, its officers, officials, employees, representatives, agents and volunteers harmless from any and all claims, injuries, damages, losses liabilities or suits of any kind, including costs and attorneys' fees, arising out of or resulting from the acts, breach, errors or omissions of the Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

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

**APPLICATION IS NOT COMPLETE WITHOUT YOUR SIGNATURE AT THE BOTTOM OF THE RULES PAGE**

Send completed application and photocopies of insurance and licenses to:

Town of Randolph  
Planning Department  
41 South Main Street  
Randolph, MA 02368  
**Att: Market Manager**

## **MAIN STREET MARKETPLACE RULES & REGULATIONS**

The Main Street Marketplace (MSM) is operated by the Town of Randolph. The Market provides an opportunity where community members come together and support their local farmers, artisans and crafters by purchasing quality, locally grown/created goods. In addition, the Market will be an outlet for area non-profit organizations to provide information to the public. *One stall* will be set aside each week for non-profit groups to use.

For questions/ information please contact:      Market Manager  
Phone: 781-961-0936  
Email: market02368@gmail.com

### **MARKET DATES/ HOURS/ LOCATION**

The Market will operate every Wednesday from June 10 to September 16, 2015.

Hours of operation will be 2 pm to 6pm.

Location:                      Powers Farm – Community Park  
592 North Main Street  
Randolph, MA 02368

### **SELECTION OF COMMUNITY BOOTH SPONSORS**

We appreciate your interest in participating at the MSM. Community booth members are restricted to two (2) visits per market season. Space is limited and available on first come first serve basis. Any sale of items must be approved by the Market Manager in advance and may not compete with other vendors.

### **STALL ASSIGNMENTS**

Stalls will be assigned upon arrival.

### **BOOTH SET-UP**

Vendors will be allowed in the Market area to begin setting up starting at 1:00 pm.

### **TEAR DOWN**

Participants cannot begin breaking down until close of market at 6pm. To ensure customer safety and to maintain the market atmosphere, packing and leaving before 6pm is not permitted. This rule also applies to vendors who are sold out before 6pm. The only time the market will close before 6pm, is when all the vendors and the Market Manager agree to close early.

### **STALLS**

Stalls will be approximately 10' x 10'.

All Vendors must provide a container for waste matter and haul it away at the end of Market day. Vendors selling beverages in cans or plastic bottles must provide a recycling container. No dumping of waste is allowed on the property.

***ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS (25LBS. EACH POST) TO PREVENT BLOWING AWAY AND CAUSING DAMAGE.***

### **LATE ARRIVAL**

The load in time is between 1pm to 1:30pm

If you arrive at the market after 1:45pm - you will not be allowed to drive into the market area and must carry your items to the booth. Booth space will be assigned as available.

**CANCELLATION POLICY**

Vendors must cancel no later than 2pm on Tuesday prior to that Wednesday's market.

**CLEAN UP**

Each Vendor is responsible for leaving their area clean. NO EXCEPTIONS.

**SIGNS**

All Vendors must have a sign clearly marking the name of the business and price of products.

**PRINTED MATERIALS**

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the MSM, without prior approval by the Market Manager.

**HEALTH PRACTICES**

- All Vendors must adhere to sanitary procedures as outlined by the Town of Randolph Public Health Department.
- All food concessionaires and food samplers are responsible for obtaining proper health and food handler's permits and registration needed to do business at the MSM.
- Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the Town of Randolph Health Department.
- For information on permits, registration, and requirements please contact the Market Manager.
- All vendors offering samples must have a food handlers' permit and the proper hand washing set up, including: warm water, grey water collection bucket, soap, paper towels and some type of barrier (toothpicks, plastic gloves, etc.) for passing the sample to the customer.
- Without the proper set up Vendors will not be allowed to sample.

**SMOKING POLICY**

Vendors are not permitted to smoke in or around the Market area.

**DRUG AND ALCOHOL POSSESSION POLICY**

The unlawful possession or use of illegal drugs and / or alcohol will not be tolerated.

**ANIMALS IN THE MARKET**

Vendors are not permitted to bring pets to the Market.

**ADVERTISING**

Advertising of the MSM will be the responsibility of the Market Manager and is the benefit of all participants at the Market.

I have read and understand the 2015 Main Street Marketplace Rules and am bound by the terms and conditions outlined therein. This document shall become a part of the agreement to participate at the Main Street Marketplace. I thereby agree to abide by these rules and regulations. The MSM Manager reserves the right to cancel the privileges of any Market Vendor who, in the opinion of management, has willfully violated the rules and regulations governing the Market. The MSM Market Manager will enforce the above rules.

**RULES AND REGULATIONS ARE SUBJECT TO CHANGE**

Vendor Signature: \_\_\_\_\_

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