



**We are a 501-C3 Organization**

**Please submit your completed application with check to:**

**New Bedford Day of Portugal  
P.O.Box 40564  
New Bedford, MA 02744-0019**

**Contact number is 508-322-7025**

**NEW BEDFORD DAY OF PORTUGAL FESTIVAL**  
**Vendor application Form**  
**June 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> 2018**

**INSTRUCTIONS:** This application/agreement form must bear the vendor's signature and must be returned to:

**Day of Portugal / ATTN: VENDOR COMMITTEE**  
**P.O. Box 40564**  
**New Bedford, MA 02744**

Print or type all information requested as it applies to you. Read all terms and conditions of this form. Sign at the bottom and return in envelope supplied. One copy of the form will be returned by mail and it will serve as your CONFIRMATION as a vendor for the 2018 Festival.

**RATES:** As per the attached application sheet and is for three (3) days.

**PAYMENT:** Once accepted, advance payments must be made by money order, bank teller's check; cashiers check or certified business checks only. All money orders and checks must be made payable to: Day of Portugal Committee. All personal or non-certified business checks will be returned with an unprocessed application.

Final payment and all required documentation is due on or before JUNE 1, 2011, in the event that the final payment is not made by such date, the vendor will not be placed on the list of vendors participating in the Day of Portugal that is submitted to the city for the licensing board.

**\*NOTE:** All vendors shall be responsible for payment of all required license fees to the City of New Bedford prior to the Festival. The Day of Portugal is not responsible for and will not pay for the required licenses or license fees. If you are using propane at your food booth you need to secure a Propane Storage Permit from the New Bedford Fire Department/Fire Prevention Bureau.

**READ THE FOLLOWING IN FULL BEFORE SIGNING THIS FORM**

**FESTIVAL DATES AND LOCATION:** Dates of the 2018 Festival are June 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> 2018. Hours of operation are 6:00pm to 11:30pm Friday, 1:00pm to 11:30pm Saturday and 11:00am to 9:30pm on Sunday. All vendor lots are for three (3) days only. The Festival is held on Acushnet Avenue, New Bedford, Massachusetts between Sawyer Street and Coffin Avenue.

**SET-UP:** Friday – June 15, 2018 all vendors must be on the Festival grounds from 9:00 am to be lined up in their appropriate spot. Inspection will be Friday at 1:00 pm.

**LOTS:** All spaces are as described on the price sheet. Electricity (110 only) and water are provided for each vendor if requested on application form. There will be no gasoline or other powered generation allowed at the Festival.

**LOT ASSIGNMENTS:** There are a limited amount of lots set aside for food vendors. All lots are allocated on pre-paid, pre-assigned basis only.

All lot assignments are at the discretion of, and may only be changed by, The Day of Portugal Committee. Vendors that change their lot location without consent of the committee shall be responsible for all fees generated from such move, but not limited to, for water, drainage, and electrical hookups.

Vendors shall not resell pre-assigned lots to a third party. There is no guarantee, expressed or implied, as to assignment of the same lot to a vendor as had in previous years. The final decision on vendor lot assignments will rest with the committee.

**NO REFUND POLICY:** All lot sales are final. There will be no refund of advanced payment for any reason. There is no rain date for The Day of Portugal Festival, and no refund will be made in the event of inclement weather.

**ELECTRICITY:** Electrical hookup: 100' (one hundred feet), three wire 12/3 gauge cord required. No household extension cords are to be used. Improper power cord will cause improper hookup to electrical power. To comply with the Massachusetts Electrical Code, we will be using ground fault circuit interrupter receptacles on our electrical supply boxes. Metal trailers, shall be grounded. All electrical equipment shall be properly grounded to the trailer. Electrical equipment shall be grounded. The Committee shall not be responsible for improperly grounded equipment.

**PARKING:** Vendors are allowed one (1) vehicle to their lot during setup on Friday and breakdown on Sunday night after closing. There will be no vendor vehicles allowed on festival grounds during the festival. The Day of Portugal does not provide parking and is not responsible for vendor parking.

**CLEANLINESS:** Vendor is responsible for cleaning their areas and a 10-foot perimeter of their space each day. Vendors shall provide proper trash containers. All vendors' trash shall be placed in proper containers and disposed properly in provided dumpster. Vendor shall not dispose of any food operation waste material whatsoever on the grounds or roadways. Any vendor disposing waste material in the above manner is in violation of application/agreement form and subject to provision of said penalties set forth on the form and as set forth by the committee.

**ATTENTION:** The Day of Portugal Committee, reserves the right to eject any vendor from the Festival grounds, without refund of payment, for vendor violation of any of the terms and conditions set forth on this application/agreement form.

The Festival, its agent(s), officers, committee members, or any individual acting in or on behalf of said committee shall not be liable for any reason for loss, theft, spoilage, equipment damage or malfunction resulting in loss to vendor or loss, theft, damage or spoilage to personal property, rented property, items offered, stored, or being held for the sale in and under the care custody or control of the vendor, vendor agent(s), or any individual acting in or on behalf of the vendor.

The Day of Portugal, its agent(s), officers, committee members, or any individual acting in or on behalf of said committee shall not be held liable for any and all aggrieved parties for loss, illness, injury, death, medical or hospital expenses, resulting from the sale of food or beverage items sold by vendors, vendors agent(s), or any individual acting in or on behalf of vendor, or from the operation of vendors' booth area.

# **RULES OF FESTIVAL**

- Sale of alcoholic beverages to minors SHALL not be allowed.
- Sale of non-alcoholic beverages in glass or metal containers is prohibited.
- Beverages shall be dispensed in plastic cups or containers approved by the Day of Portugal Committee.
- All outdoor activities shall cease upon the closing of the Festival.
- No pets are allowed on Festival Grounds during operation.
- All booths are subject to the following New Bedford City Departments:
  - ✓ New Bedford Board of Health
  - ✓ New Bedford Fire
  - ✓ New Bedford Building
  - ✓ New Bedford Wire
- All Food Booth Workers will be required to have in their possession the food handler's permits required by both state and local authorities.
- All food operations are subject to all state and local health laws and licensing requirements.
- All food concessionaries must provide a certificate of liability insurance including project liability. This certificate must name The Organizing Committee for the Day of Portugal and Camoes as an additional insured. The minimum coverage for this liability shall be one million dollars.
- Condiments such as salt and pepper area not to be distributed.
- All sales of food and drinks, shall comply with State and Municipal Regulations.

**Application Information**

**Applicant's Name: (Print)** \_\_\_\_\_

**Business Name: (Print)** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_  
(Number and Street) (City/Town) (State) (Zip)

**Business Address:** \_\_\_\_\_  
(Number and Street) (City/Town) (State) (Zip)

**Home Telephone** \_\_\_\_\_ **Business Telephone** \_\_\_\_\_

**Are you in possession of a food handler's license?** \_\_\_\_\_

**Will all your employees working at your booth have a food handler's license?** \_\_\_\_\_

**List all licensees that you possess which authorize you to be a vendor of food:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Massachusetts tax ID number**

**Trailer size (including hitch)**

\_\_\_\_\_

**Special Electrical Requirements:** \_\_\_\_\_ **Volts** \_\_\_\_\_ **Amps**  
*(120 volt 15 amp only, all configurations will require and additional fee)*

Day of Portugal Committee herein after called the Festival reserves the right to return any payment and application/agreement to the vendor when all allocated spaces are filled to capacity. All sale of food or drink shall comply with State and Municipal Regulations. Violation of these regulations will be cause for eviction from the Festival grounds and a refund will not be issued. All Festival decisions are final.

**I FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS APPLICATION/AGGREEMENT FORM AND ACCEPT THESE TERMS AND CONDITIONS.**

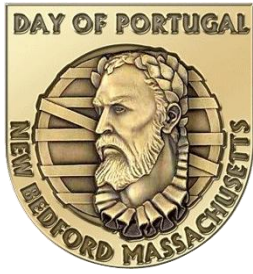
**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE...FESTIVAL USE ONLY\*\*\*\*\***

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount Paid: \$** \_\_\_\_\_ **Amount Due: \$** \_\_\_\_\_

**Assigned Lot:** \_\_\_\_\_



# 2018 PRICE LIST

Prices are for 8' x12' Occupancy

Please **CIRCLE ONE**:

Vendors of FOOD and ALCOHOL .....	<b>\$1,300.00</b>
Vendors of FOOD ONLY .....	<b>\$550.00</b>
Vendors of ARTS and CRAFTS .....	<b>\$400.00</b>
Rental of Booth .....	<b>\$350.00/each</b>

## ADDITIONAL AREA:

Areas that **EXCEED** these 8'x10' dimensions will pay an extra **\$22.00/Sq.Ft.**

**ALL** areas have a **MAXIMUM 8 Foot DEPTH**

Required Space \_\_\_\_\_ Square Feet X \$22.00 = \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

Do you require a Sink? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

## PLEASE REMEMBER THE FOLLOWING PERMITS:

1. Food Permit (NB Health Department)
2. Alcohol Permit (NB City Hall Licensing)
3. Fire Permit (NB Fire Department)

## NOTE:

**Make checks payable to: NB Day of Portugal**

**ALL SUBMISSIONS AFTER JUNE 1, 2018 WILL PAY AN ADDITIONAL 10% ADMINISTRATION PROCESSING FEE.**

**\*\*\*\*\*There will be a \$50.00 FEE for any RETURNED checks!\*\*\*\*\***