4TH ANNUAL

KITTERY BLOCK PARTY 2014

JUNE 21 ~ 10 - 4

VENDOR INFORMATION APPLICATION

MISSION STATEMENT

The Kittery Block Party is a celebration of local art, culture and food that fosters lasting relationships and strengthens community in a fun neighborhood atmosphere enjoyable to all ages.

ABOUT THE BLOCK PARTY

We welcome your interest in the 3rd Annual Kittery Block Party (KBP). Our goal is to provide an eclectic assortment of fine arts, crafts and entertainment. To learn more about 4th Annual Kittery Block Party, please visit www.kitteryblockparty.org or visit us on the KBP Facebook page.

The Kittery Block Party will feature artisans, artists, non-profits, area farmers, and restaurants – with an emphasis on "local" – as well as other community involvement. There will be a children's area, live entertainment throughout the day, demonstrations and educational exhibits. This event is sure to entice, educate, and entertain all ages. KBP is a rain or shine event, and there is no admission fee.

LOCATION

Vendor booths will be set up in well-known downtown Kittery. This easily navigable neighborhood will host booths and entertainment from Government Street through Wallingford Square and up Walker and Wentworth Streets. The Block Party's main venue is compact and walkable, making everything easily accessible from the centrally located main stage area on the corner of Walker Street and Government Street.

BOOTH SPACE

- Each booth space is approximately 10' deep x 10' wide.
- Limited generators will be permitted on a review basis.
- Food vendors **only**: There are a limited number of booths with power available on a first-come, first-served basis for an **additional $30 fee**.
- A photocopy of a current health license will be required of all food vendors and should be attached to the application.

EXHIBITORS/VENDORS

The festival includes the following categories of exhibitors. Fees are **non-refundable** – the Kittery Block Party is a rain or shine event. See attached application form for details.

- Non-profit organizations
- Artisans/craftspeople*
- Food vendors
- Commercial vendors

***NOTE**: Preference will be given to **hand-made products**. The KBP Committee reserves the right to restrict the sale of merchandise it deems inappropriate.

SET-UP, BREAKDOWN & EXPECTATIONS

- Booth set-up begins at 8 am on Saturday, June 21st. Please note that equipment/staging such as tents, tables and chairs **WILL NOT** be provided and is the responsibility of the vendor/exhibitor.
- Booth Breakdown should commence promptly at 4pm.
- The festival begins at 10 am and ends at 4 pm. Exhibitors are responsible for their own set-up and breakdown.
- Booths are encouraged to remain open **from 10 am until 4 pm**.

Note: Exhibitors are expected to adhere to this schedule.

- No vehicles will be allowed in the festival area during the festival.
- Booths will be set up on pavement; no spikes can be used.
- Be sure your booth is prepared to withstand a variety of weather elements, such as hot sun, wind and rain.
- You must provide your own tents.
- There will be event volunteers available for guidance.

SAFETY & SECURITY

The Kittery Police Department will be present during the festival.

PUBLICITY

The festival will be publicized through local media as well as on the festival website (www.kitteryblockparty.org) and on the KBP Facebook page. "Like" us!

APPLICATION TIMELINE

Vendors are accepted on a first-come, first-served basis, so please send your application as soon as possible to reserve your space. **Please Note**: *Preference will be given to Artisans/Craftspeople versus Commercial exhibitors. The KBP Committee reserves the right to restrict the sale of merchandise it deems inappropriate.*

FOOD VENDOR REQUIREMENTS & REGULATIONS

- Hand washing station (paper towels, soap/sanitizer)
- A copy of current health license
- Adequate cold and hot holding equipment capable of maintaining the temperatures of below 41 degrees F, and above 140 degrees F, respectively (a digital thermometer is also required)
- All utensils and paper products (plates, napkins, and cutlery) must be 100% compostable. (If you do not have a source for 100% compostable products, you may purchase them at cost by contacting Fred Zinkevich who can be reached at fzinkevich@bobsclamhut.com).
- Food items are not to be stored in direct contact with ice.
- No food can be stored directly on the ground; an impermeable barrier is required.
- All prepared foods must be stored and prepared in a license/inspected facility.
- There shall be no barehanded contact with any food.
- This is a non-smoking event.

APPLICATION PROCESS

Please email/return your application with your non-refundable payment, and a short description with photographs and/or links to your website to:

Jeremy Paul at jpaul@kitteryrecreation.com
200 Rogers Road, Kittery, ME 03904
Make checks payable to: **Kittery Recreation/Block Party**

2014 KITTERY BLOCK PARTY VENDOR APPLICATION FORM

– Please complete both sides of this application –

Vendors will be reviewed on a first-come, first-served basis.

$25.00	LOCAL NON-PROFIT ORGANIZATIONS • Informational only – collection jar permitted • No sales
$75.00	SALES by LOCAL NON-PROFIT ORGANIZATIONS
$75.00	ARTS & CRAFTS VENDORS • Handmade products only • NO manufactured or imported items
$125.00	LOCAL FOOD VENDORS • KPB encourages healthy, fresh local food choices • Please review Food Vendor Requirements & Regulations • ***$100 off to returning vendors and early registrants (if registered by May 2)***
$125.00	COMMERCIAL VENDORS • Preference will be given to hand-made products
$50.00	**All registrations AFTER MAY 26TH will incur a $50 LATE FEE**
$	**TOTAL ENCLOSED WITH APPLICATION (non-refundable)** Please make check payable to: **Kittery Recreation / Block Party**

Contact Name:		
Exhibitor Name(s) during festival:		
Name of Business:		
Address:		
City/Town:	State:	Zip Code:
Telephone:	Cell Phone:	
Website:		
Email:		
Description of booth and items to be sold/displayed:		

PLEASE INCLUDE PHOTOS OF YOUR WORK FOR OUR FILES AND FOR PROMOTIONAL PURPOSES.

(over)

KITTERY BLOCK PARTY WAIVER, RELEASE, AND INDEMNITY

I understand and hereby agree to assume all of the risk which may be encountered with my or my staff's participation in the Kittery Block Party. To the fullest extent allowed by Law, I hereby release, and hold harmless the Town of Kittery, its officials, agents and employees, Kittery Recreation, Bob's Clam Hut, Robert's Maine Grill, all staff and volunteers, any sponsor of this event from any and all responsibility and legal liability for any property or personal injury damages to the participant resulting from any claim arising from my participation in the Kittery Block Party. I will indemnify, hold harmless, and defend them if any and all liability, actions, causes of actions, claims, expenses, and damages on account of any property or personal damages or injuries sustained by the participant which may arise out of and in connection with any activity or participation by the participant in the Kittery Block Party.

Signature_____ Date_____

Print Name_____

Please email/return your application with your non-refundable payment, and a short description with photographs and/or links to your website to:

Jeremy Paul, jpaul@kitteryrecreation.com
200 Rogers Road, Kittery, ME 03904
Make checks payable to: **Kittery Recreation/Block Party**