



# KITTERY BLOCK PARTY

KITTERYBLOCKPARTY.ORG

9<sup>TH</sup> ANNUAL

KITTERY BLOCK PARTY 2019

JUNE 15 ~ 10AM – 4PM

## 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 9<sup>th</sup> Annual Kittery Block Party (KBP). Our goal is to provide an eclectic assortment of fine arts, crafts and entertainment. To learn more about the 9<sup>th</sup> Annual Kittery Block Party, please visit [www.kitteryblockparty.org](http://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 15<sup>th</sup>. 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](http://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.*

## 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:

Todd Henley at [thenley@kitterycommunitycenter.org](mailto:thenley@kitterycommunitycenter.org).  
120 Rogers Road, Kittery, ME 03904  
Make checks payable to: **Kittery Community Center/Block Party**

## 2019 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	<b>LOCAL NON-PROFIT ORGANIZATIONS</b> <ul style="list-style-type: none"> <li>Informational only – collection jar permitted</li> <li>No sales</li> </ul>
\$75.00	<b>SALES by LOCAL NON-PROFIT ORGANIZATIONS</b>
\$75.00	<b>ARTS &amp; CRAFTS VENDORS</b> <ul style="list-style-type: none"> <li>Handmade products only</li> <li>NO manufactured or imported items</li> </ul>
\$125.00	<b>COMMERCIAL VENDORS</b> <ul style="list-style-type: none"> <li>Preference will be given to hand-made products</li> </ul>
<b>\$50</b>	<b>Clean Up Deposit – ALL VENDORS</b> <ul style="list-style-type: none"> <li>Please provide a <u>separate \$50 check</u> to ensure satisfactory clean up of your vending area including all trash. Failure to clean your respective area will result in forfeiture of your deposit. Your deposit will be returned within two weeks after the event upon passing inspection of area.</li> </ul>
<b>\$50.00</b>	<b>All registrations AFTER MAY 10<sup>TH</sup> will incur a \$50 LATE FEE</b>
\$	<b>TOTAL ENCLOSED WITH APPLICATION (non-refundable)</b> Please make check payable to: <b>Kittery Community Center / Block Party</b>

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 me or my staff's participation (hereby participant) 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, Block Party sponsors, all staff and volunteers 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:

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