

To All Potential Participants

The Westbrook/Gorham Community Chamber of Commerce is now accepting applications for the 38th annual Westbrook Together Days, which will be held June 2 & 3, 2017, at Westbrook's Riverbank Park. There are no rain dates. Please join us in celebrating another successful weekend as Westbrook and neighboring communities come together for our annual festival.

Similar to years past, the placement of a vehicle/trailer with axles on the grass will not be allowed, vendors with this type of setup will be arranged along the park road in a single file. Please check in at the Chamber Booth for your setup location. Vehicles will be allowed to drop off and pick up only before and after the event. **NO VEHICLE TRAFFIC WILL BE ALLOWED DURING EVENT HOURS. THIS WILL BE STRICTLY ENFORCED.**

In an effort to provide an atmosphere more beneficial to fundraising for local organizations, we will limit the number of duplicate items/vendors.

The following is the non refundable fee structure for one standard space, approx. 10' X 10'. Additional space used may be subject to additional fee. Contact vendor coordinator for questions.

Non-profit vendors:

1. without electricity: \$75 if received before 5/1/17, after 5/1/17 \$100
2. with one 20 amp outlet \$100 if received before 5/1/17, \$125 after 5/1/17
Additional 20amp outlet \$25 additional fee.

Professional/Business Vendors:

1. \$200.00 with one 20 amp outlet if received before 5/1/17, \$225 after 5/1/17.
Additional \$50 fee for elec. over 20amp 110v.
- Please note all vendors will need to provide all electrical cords and water hose(s) for their needs. All 220v elec. cords need to have the male 4 prong L30 twist loc plug. No direct connections.

Spaces are limited, so if you plan on participating in this year's event, return the enclosed application, together with your payment, release form and insurance certificate, prior to May 1, 2017.

Mail all vendor forms to: WTD Vendors
P.O. Box 1223
Westbrook, ME 04098

Make checks payable to: Westbrook Together Days

Email vendor questions to: wtdvendors@gmail.com

2017 Westbrook Together Days Vendor Application Form (for 6/2/17 & 6/3/17 only)

Name of Organization (write clearly): _____

Contact Person: _____

Address: _____ City & State: _____

Contact Phone Number: _____ Email: _____

Type of Vendor (check one): Non-Profit _____ Professional/Business _____

FOOD: All food vendors must submit **entire** menu. Subject to review. Once accepted you must adhere to it.

NON-FOOD TYPE (please list your activity):

What are you electrical needs? _____

FESTIVAL GUIDELINES & REQUIREMENTS

1. Upon arrival for setup check in at Chamber Booth for assigned location. No vehicle traffic in the park during festival hours. (see below for times)

Set up hours: Friday June 2 10:00AM to 3:00 PM
Saturday June 3 7:00AM to 8:30 AM (road closure at 8:30)

Festival hours: Friday 4:00PM to 9:00 PM
Saturday 10:00 AM to 9:00 PM

2. All vendors are required to have their booths manned & operational at all times during festival hours.
3. No items are to be taped, nailed or stapled to any tree or pole in the park
4. No alcoholic beverages, silly string, smoke or stink bombs, toy guns, knives, swords, fireworks will be allowed.
5. The sale of or prizes given of drug or smoking related or any questionable material will not be permitted.
6. No parking will be permitted in the park during festival hours.
7. Overnight security will be provided from Friday 9:00 PM to Saturday 8:00 AM
8. Complimentary handouts or prizes should be in good taste and not insulting or harmful to others.
9. **Insurance**, naming Portland Regional Chamber of Commerce 443 Congress St. Portland, ME 04101 & City of Westbrook, ME 2 York St. Westbrook, Me. 04092 as additional insured, is required for all food & drink sales, as well as some activities with perceived liability. Contact vendor coordinator for any insurance questions.
10. Any A-frame exterior menu boards shall be kept under vendor awning or in close proximity to booth, as to not interfere with public walk way.
11. Any 1st time professional vendor shall submit a photo of booth. Apps. received w/o photo will not be considered.
12. Vendors will not be allowed to sell their wares outside of assigned space. No roaming.
13. In regards to organizations raising funds, free giveaways of competing vendor items will not be allowed.

The decision of the Vendor Committee regarding any issues will be final. Any violation of festival rules is grounds for immediate removal from the park without refund of fees paid.

I/We agree to, and are bound by, the above listed festival guidelines & requirements

Signature _____ Date _____

Please make a copy of this application for your records

Westbrook Together Days 2017

Release and Indemnification Agreement

(must submit with vendor application)

In consideration of the use of Riverbank Park during Westbrook Together Days for the year 2017 by the undersigned, I/we _____do hereby release and forever discharge the City of Westbrook, the Westbrook Together Days Committee, Westbrook/Gorham Chamber of Commerce, and their individual agents, attorneys, and assigns from any and all actions, claims and demands for, upon or by reason of any damage, loss, injury or theft which may be sustained by me/us during this year's Westbrook Together Days event.

This release extends and applies to and covers all known, unknown, unforeseen, and unanticipated injuries, damages, loss and liability, and consequences thereof. The provisions of any state or federal law providing that this release does not extend to claims, demands, injuries or damages which are unknown or unsuspected to now exist, are hereby expressly waived.

I/we further agree to indemnify and defend the above named parties from, and reimburse said parties for any cost, claim, loss, or liability suffered directly or from a third-party claim arising out of or related to any activity of mine/ours during or in connection with Westbrook Together Days in my/our possession or control. The above named parties shall have no liability to me/us for any injury, loss, damage or theft caused by third parties during or in connection with Westbrook Together Days.

I/we agree that the above named parties or individuals shall have no liability for the failure or interruption of utilities during or in connection with Westbrook Together Days.

Dated: _____ 2017

Signed: _____