



40th Annual Victorian Fair
Presenting Sponsor: MelroseWakefield Healthcare

Sunday, September 12th, 2021; 11:00 am - 4:00 pm (severe weather date 9/19/21)

Vendor Participation Details and Vendor Application

FAIR SPACE:

- A booth space is 10 feet wide X 10 feet long.
 - If you rent a canopy through the Chamber, the maximum height when standing underneath the canopy is 6 feet, 6 inches. Plan your activity underneath the canopy accordingly.
- Booth spaces will be set up by the Chamber's vendor and volunteers by 9:00am, on Fair Day.
- Please see the space accommodations below and choose what best suits your needs.
- **Your assigned space number, along with day of fair instructions, will be posted on our web site, www.melrosechamber.org by September 8th. You will not hear from us about your space location before then.**

BANNERS – Only for Vendors Renting a Canopy and Hanging a Banner:

- If you plan to have a banner hung at your space and you are renting a canopy from us, you must purchase Banner Installation. If you are using your own canopy you don't need to purchase this. See Banner Installation specifications:
 - Banners should be no longer than 9 feet 6 inches, and no taller than 3 feet.
 - Banners should have grommets on each of the 4 corners, as well as an additional 3 grommets on the top. This allows us to attach the banner to the rented canopy frame securely and tightly for the best possible display.

ELECTRICITY:

- A limited number of booths with an electrical outlet are available.
- The cost for an electrical hook up is \$65 and be indicated on your application.
- The electrical connection provided is a basic connection with a single cord and plug.

HEALTH DEPARTMENT REQUIREMENTS – Food Vendors Only:

- If you plan to sell or give away food at the Fair, you must complete both a Temporary Food License and a Worker's Compensation Form and return it to the Melrose Board of Health.
- **Return both documents to the Melrose Board of Health by Wednesday, September 1st at 12:00PM.** Documents received after this date risk not receiving the permit in time for the Fair.
- *Temporary Food Establishment Permit can be found here:*
<https://www.cityofmelrose.org/health/pages/permits-applications>
- *Worker's Compensation Form can be found here:*
 - <http://www.mass.gov/lwd/workers-compensation/forms/form-list-alphabetical/f-aff-builders.pdf>

HEALTH DEPARTMENT REQUIREMENTS – Massage/Physical Therapists Only:

- If you plan to offer massage therapy, physical therapy or chiropractic services at the Fair, you must enclose a copy of your state license to the Chamber with your Victorian Fair application.

NOTE:

- **July 31, 2021: Deadline to avoid \$100 late fee application charge AND be included in Pre-Fair publicity.**

Please contact the Melrose Chamber with any questions at Jennifer@melrosechamber.org or call 781-665-3033. You may also complete your application and payment online at www.melrosechamber.org.

SEE PRICING AND APPLICATION NEXT PAGE

2021 VICTORIAN FAIR PRICES:

	BOOTH SPACE RATE:	Canopy Rental:	Electrical Hook-up:	Table Rental:	Banner Installation*:
Melrose Chamber Members:					
Food Vendor/Restaurant	\$225.00	\$70.00	\$65.00	\$25.00	\$30.00
Retail/Business	\$185.00	\$70.00	\$65.00	\$25.00	\$30.00
Civic Organization	\$115.00	\$70.00	\$65.00	\$25.00	\$30.00
Non-Melrose Chamber Members	BOOTH SPACE RATE:	Canopy Rental:	Electrical Hook-up:	Table Rental:	Banner Installation*:
Food Vendor/Restaurant	\$360.00	\$70.00	\$65.00	\$25.00	\$30.00
Retail/Business	\$260.00	\$70.00	\$65.00	\$25.00	\$30.00
Civic Organization	\$150.00	\$70.00	\$65.00	\$25.00	\$30.00
<p>A late fee application charge of \$100 will be added to all applications received after July 31, 2021.</p> <p>* If you are renting a canopy from us and if you plan to have a banner hung at your space you must select Banner Installation as the banner must be attached by our tent vendor.</p> <p>See Banner Installation specifications prior page.</p>					

**** PLEASE COMPLETE THE APPLICATION ON THE NEXT PAGE ****

Melrose Chamber of Commerce 2021 Victorian Fair Vendor Application

You may also complete the application and payment online at www.melrosechamber.org.

Company/Organization Name:

Contact Person Name:

Mailing Address:

Phone Number:

Email Address (THIS IS OUR PRIMARY COMMUNICATION METHOD):

Briefly describe your Fair activity:

Reserve your accommodations by completing the following:

1. Write in your space cost (see pricing, previous page), enter the quantity of spaces and then provide a space sub-total.

	<u>Cost</u>	<u>Qty</u>	<u>Sub-Total \$</u>
Space			

2. Select any optional, add-on items which are the same cost for chamber members and non-chamber members. To add an item to your space, enter a quantity for each choice, subtotal the amount and add it to your total at the bottom.

Canopy	\$70.00		
*Banner Installation (vendor to attach to rented canopy)	\$30.00		
Table Rental	\$25.00		
Electrical Hook Up	\$65.00		
Late fee for applications and payments <u>received after July 31st</u> (\$100)			
Grand Total:			

*If you want a banner attached to your rented canopy, our tent vendor is required to attach it AND the banner must be dropped off to the Chamber office by 3:00PM on/before Wednesday, September 4th. Banner should be ROLLED UP neatly and clearly labeled with your organization's name on it.

*At no time can tape, staples, ribbon, clips or other fasteners be used on the canopy. Any damage to a rented canopy will result in a \$50 fine for the company or organization. See banner sizing on previous page.

I will be serving/giving away Food: ____Yes ____No

If yes, see Melrose Health Department web site for permit and requirements.

I will be providing massage, physical therapy or chiropractic services: ____Yes ____No

If yes, remember to attach a copy of your state license.

I will have music at my booth: ____Yes, please describe below ____No

I have pre-ordered Electrical Hook-Up above: ____Yes, please describe below ____No

PAYMENT (Application will NOT be processed and space will NOT be reserved without complete payment)

- ☐ Check enclosed made payable to the Melrose Chamber of Commerce. Check# _____ Amt _____
- ☐ Please call me to charge my VISA or MasterCard. Phone # to reach you for credit card _____

**Return this completed form, along with payment and any required licenses or permits to:
Melrose Chamber of Commerce, One West Foster Street, Melrose, MA 02176.**

Please note the following:

- The Fair is scheduled for Sunday, September 12, 2021 from 11:00AM – 4:00PM.
- I understand the participation fee is non-refundable.
- If the Fair is postponed to September 19th due to severe weather and I am unable to attend, I understand my fee will not be refunded.
- Nothing is to be attached to any part of the rented canopy or I will be subject to a fine of \$50.
- If I choose to have a banner attached to my rented canopy, I will deliver it to the Chamber before/by 3:00PM on Wednesday, 9/8. If I am unable to deliver my banner, I will bring it to the Fair. I understand I will have to wait until the tent vendor is available to install it.
- \$100 late fee applies to all applications and payments received after July 31, 2021.

I have read and understand the above details:

Signature of Representative

Print Name

Date

