

Hornet Holiday Marketplace



Friends of Hornet Productions is happy to announce and accept **FOOD VENDOR** applications for our **2nd Annual Hornet Holiday Marketplace**. We have mapped out space for 5-8 food vendors in our Cafe area on Main Street at our Performing Arts Center. Our plans include musical entertainment, warm food and sweet treats. Even a possible visit from Santa. Our beautiful venue and great location, as well ample parking will contribute to making this a great fair.

The **Hornet Holiday Marketplace** will be held on **Saturday, November 12th from 10:00am - 3:00pm.**

The public will be admitted free.

NEW THIS YEAR - A Vendor pre-shop will be from 9:00am - 10:00am

*Holiday Marketplace applications must be returned to Friends of Hornet Productions by **Friday, September 30th** in order to be considered for the Holiday Marketplace. No refunds will be given to accepted vendors.*

Food Vendor acceptance is a juried selection based on category and quality of food. Notification of acceptance will be sent no later than October 7th along with additional information for participants. No refunds will be given to accepted vendors. If you are not accepted, your check will be returned and your name placed on the waiting list. Past participation does not guarantee you a space this year.

We do ask food vendors to not provide bakedgoods that will compete with the Hornet Productions bakesale as this is a direct fundraiser for our program.

Please make sure you meet all requirements from the North Reading Board of Health to participate.

A booth space will cost \$100.00. Booth spaces are approximately 8' wide by 6' deep and will include an 8' table and two chairs. Please note that booth spaces may vary slightly depending on location. All displays must be free standing and no taller than 8'.

We will have an ongoing raffle during the Marketplace. We request that each vendor donate an item or gift certificate representative of their booth with a value of approximately \$25.00. Our staff will collect items on Saturday before the Fair opens. All monies collected from the raffle will be used to support the educational efforts of Friends of Hornet Productions which supports the performing arts

Friends of Hornet Productions, Inc is organized exclusively for the purpose of supporting art, chorus, theater, band and tech arts programs of the North Reading Middle School, North Reading, MA through activities, fundraising events and through other non-profit endeavors selected by its members. We are a registered 501(c)3 charity organization with the State of Massachusetts.

Hornet Holiday Marketplace



2016 Food Vendor Agreement

1. All exhibits must be in place by Saturday at 9:00am. (Vendor pre-shop begins at 9:00am) Exhibits must be open and staffed during all Marketplace hours. All exhibit structures must be removed by the close of the Marketplace.

2. A catering license is required by the North Reading Board of Health. If you are an outside vendor and have a catering license for your town this will also be accepted. Please contact Robert Bracey (bbracey@northreadingma.gov or 978/357-5242) directly with any additional questions or to obtain a permit.

3. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.

4. A minimum of 2 workers is required to be on premises at all times per the NR Board of Health.

Food items: Vendors may only sell the type of food listed on the application. No substitutions are allowed unless they are cleared through the HH Marketplace 15 days prior to the event. We do ask all food vendors to not bring baked goods. This competes directly with the Hornet Productions Drama Mama's bakesale table.

5. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors space.

6. Exhibitor agrees to maintain the dignity and integrity of the Marketplace. Friends of Hornet Productions reserves the right to ask any exhibitor to leave the Marketplace if not acting in the best interest of the Marketplace.

7. Exhibitor agrees that the application fee is non-refundable once accepted to the Hornet Holiday Marketplace.

8. This agreement constitutes the entire contract between parties and no charges shall be valid unless agreed to by both parties in writing.

Be sure to read and sign below: I hereby agree to indemnify and hold harmless Friends of Hornet Productions and its officers from and against any liabilities for any injury which I may suffer arising out of or in any way connected with participation in the program noted above. I give permission to use my photograph in FOHP brochures or publicity (print and online).

Signature: _____

Date: _____

Hornet Holiday Marketplace



2016 Food Vendor Application

Business Name _____

Name _____

Address _____ City _____ Zip _____

Phone (Business) _____ (Cell) _____

Email _____

MA State Tax ID _____

Description of food items to be sold:

Price Range: _____

An 8' table and 2 chairs is included with your booth.

Do you need additional 8' tables? Yes No How many? _____

Additional tables \$10 each Total Due: _____

Do you need electricity for your display? yes no (Number of outlets is very limited)

Any special requests? _____

Booth spaces are approximately 8' x 6' for \$100.00 (includes table and 2 chairs)

Item or gift certificate for raffle (approximate value of \$25).

Make Checks payable to "Friends of Hornet Productions"

Mail to: FOHornet Productions c/o Linnea Casino • 26 Nutter Road, North Reading, MA 01864