

2015 South Boston Chamber of Commerce  
16th Annual South Boston Street Festival

**Date:** Saturday, September 19, 2015  
**Place:** East Broadway Between I & L Street – South Boston, MA  
**Time:** 11:00 a.m. to 4:00 p.m.

**Application Deadline: Friday, August 7, 2015 for all vendors**

*Vendors will receive notice of acceptance by Friday, August 14, 2015. The South Boston Chamber of Commerce Street Festival Committee reserves the right to make booth assignments and the right to reject any applications. All fees will be returned for any rejected applications.*

**Requirements:**

1. All participants must submit a **completed application form** by August 7 to the South Boston Chamber of Commerce Street Festival Committee.
2. All participants must submit a **vendor fee** (see vendor options below) by August 7 to the Committee.
3. All participants must provide a **certificate of insurance** (A One Day Insurance Binder) naming BOTH The South Boston Chamber of Commerce and The City of Boston as co-insured for this one day.

**Vendor Fees:**

South Boston Chamber of Commerce members . . . . .	<b>\$ 75 first space</b>	<b>\$ 50 each additional</b>
South Boston businesses that are not Chamber members . . . . .	<b>\$ 200 first space</b>	<b>\$ 100 each additional</b>
Recognized South Boston non-profit agencies/artists. . . . .	<b>\$ 35 first space</b>	<b>\$75 if selling products</b>
Businesses outside of South Boston / non-members . . . . .	<b>\$ 500 first space</b>	<b>\$ 150 each additional</b>
Electricity access (very limited - subject to approval) . . . . .	<b>\$50</b>	

**Parking:**

- Off street parking is limited. Vendors will be assigned an offsite parking space on a first come basis.
- Once exhibits are unloaded, all vehicles must be moved to a designated parking area.

**Booths:**

- Booth space measures approximately 12' x 12'. Multiple spaces are available at additional cost.
- Businesses that are located within the Festival area are required to complete an application and pay the appropriate fees in order to participate with a booth on the street in front of their establishments.
- Upon arrival at the intersection of East Broadway and I Street, you will be notified of your space location.
- All participants are expected to provide your own tables, canopies, extension cords, debris removal, etc.
- Participants **are required** to stay open from 11:00 a.m. until 4:00 p.m.

**Please return completed applications and all applicable fees to:**

South Boston Chamber of Commerce, c/o South Boston NDC  
365 West Broadway • South Boston, MA 02127 • 617-268-9610

# 2015 South Boston Street Festival BOOTH/VENDOR APPLICATION

PLEASE RETURN WITH YOUR CHECK TO:

South Boston Chamber of Commerce  
c/o South Boston NDC  
365 West Broadway, South Boston, MA 02127

DEADLINE: AUGUST 7, 2015

CONTACT NAME \_\_\_\_\_

BUSINESS OR ORGANIZATION NAME \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

*\* IMPORTANT: You must include a valid email address to receive further and last minute festival information\**

On-site Contact Name(s) \_\_\_\_\_ CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Detailed description of Merchandise/Food to be sold – Please provide detailed information.**

**Booth/Space Requirements:** Please check here if you will be using a tent or canopy:

*Note: Tents and canopies MUST be Fire Rated and securely weighted*

**SB Chamber**  First 12x12 Booth Space: \$ 75.00 \_\_\_\_\_

**Members:**  Additional 12x12 Booth Space(s) at \$ 50.00 each \_\_\_\_\_

**South Boston**  First 12x12 Booth Space @ \$200.00 \_\_\_\_\_

**Non-member**  Additional 12x12 Booth Space(s) at \$ 100.00 each \_\_\_\_\_

**Business:** \_\_\_\_\_

**Vendors**  First 12x12 Booth Space @\$500.00 \_\_\_\_\_

**from outside of**  Additional 12x12 Booth Space(s) at \$ 150.00 each \_\_\_\_\_

**South Boston:** \_\_\_\_\_

**South Boston**  First 12x12 Booth Space @\$35.00 \_\_\_\_\_

**Non-profits**  Additional 12x12 Booth Space(s) at \$15.00 each \_\_\_\_\_

**Non-sales** \_\_\_\_\_

**South Boston**  First 12x12 Booth Space at \$75.00 \_\_\_\_\_

**Non-profits** *All products must be approved by SBCC Committee*

**Selling Products**  Additional 12x12 Booth Space(s) at \$50.00 \_\_\_\_\_

**Electricity**  \$50.00 *(subject to availability, Rule #6)* \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

I have read, understand, and agree to abide by the rules and regulations as established by the South Boston Street Festival Committee and any applicable City of Boston codes. I understand that if I do not abide by these rules and Vendor Terms of Agreement included in this package that my booth will be closed without a refund.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **BOOTH RULES & GUIDELINES**

Persons or groups setting up booths to display or sell merchandise agree to comply with the following:

1. All booth operators **must** sign-in between **8:30 and 9:30 AM** at the Registration Table at the intersection of East Broadway & I Streets.
2. **NO VEHICLES will be admitted on the street after 10:00 AM.** All vehicles must be off the street by 10:30 AM. **NO EXCEPTIONS!**
3. **All vendors must be completely set up and operating by 11:00 AM.** Vendors will not be allowed to break down prior to 4:00 PM and must be completely **off the street by 5:00 PM.**
4. All booths must display appropriate signage indicating the name of the business or organization represented and a booth permit that you will receive when you register on the day of the festival.
5. Please keep your area clean. You will be provided with a trash bag when you register on the day of the festival.
6. No generators will be allowed without prior consent and appropriate city permits. If you require electricity you must contact us prior to the festival to discuss your power needs, and **you must supply your own heavy-duty, three-pronged extension cord and cord curb.** Electricity will be provided on a first-come basis.
7. If you plan on using any kind of canopy or tent, you must indicate so on your applications and you must supply your own fire extinguisher and a method to anchor or secure the canopy in the event of wind gusts. **All pop-up tents or canopies MUST be fire rated and securely anchored.**
8. Playing music of any kind at your booth site is not permitted. There will be two stages that will provide entertainment throughout the day.
9. Selling anything other than those items previously agreed upon by the South Boston Chamber of Commerce Street Festival Committee is not permitted. If you are found to be in violation, your booth will be shut down.
10. **Food vendors:** The Festival Committee will coordinate all health permits. Food vendors with existing outdoor or mobile permits are required to provide a copy to the South Boston Chamber of Commerce. Food Vendors who do not have an existing mobile permit must complete the Temporary Food Service application provided, and return it to the Chamber along with your booth application and insurance binder by Friday, August 7, 2015.
11. The festival is a **rain-or-shine event.** We regret that in the event of bad weather there will be no refunds.
12. The South Boston Chamber of Commerce is not responsible for any lost or stolen items.

**Your cooperation in observing these regulations is greatly appreciated.  
However, booth operators or vendors found to be in violation of these regulations  
will be asked to close down until satisfactory and continued compliance is assured.  
Non-compliance will result in permanent closure without a refund.**

### ***Important Facts to Note***

1. Expected Attendance: 8,000 – 12,000 attendees over 5 hours
2. Vendor spaces are open to any business, civic organization, or restaurant throughout South Boston. A very limited number of spaces may be made available to non-South Boston businesses and organizations subject to the approval of the Festival Committee.
3. You must provide your own table, chairs, tent, canopy etc.

## South Boston Street Festival Rules and Vendor Terms of Agreement

1. The South Boston Street Festival (herein called "Festival") Coordinators and the South Boston Chamber of Commerce (herein called "Committee Members") are authorized to enforce Festival rules (herein called "Rules") and Vendor Terms of Agreement (herein called "Terms").
2. Vendor understands that Festival Coordinators or Committee Members may prohibit vendor participation if vendor booth or merchandise is deemed inappropriate for Festival.
3. That Vendor is granted permission to operate at the Festival under full compliance of the Rules and Terms as set forth.
4. That any one violation of any Rules or Terms shall be sufficient grounds to expel the Vendor from continued participation on Saturday, September 19, 2015 (herein called "Day of Festival").
5. Refunds WILL NOT be issued unless deemed otherwise by authorized Festival personnel.
6. Vendor holds harmless and indemnifies the South Boston Chamber of Commerce, its Board and Committee Members, any business connected with the Board Members, the Festival Coordinators, and authorized Festival personnel as recognized by the Board Members, as well as the City of Boston and The Commonwealth of Massachusetts and any Festival sponsors from any and all responsibilities, losses of income, claims, damages, suits, reasonable attorney's fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any of the Rules or Terms, or from the sale or consumption of goods sold by Vendor at Festival.
7. **Vendor Space:** ALL VENDOR SPACES ARE 12' x 12'. If your booth extends beyond these dimensions you MUST request and pay for additional booth spaces. See page 1 regarding cost for additional space.
8. **Vendor Goods Rules:** All items displayed and for sale must be appropriate for public viewing.

### Booth Set-up Rules

1. **Vehicles must enter onto East Broadway at the intersection of East Broadway and I Street only for registration** and unloading, and vehicles MUST be removed by 10:30 AM and exit at the intersection of L Street.
2. Vendors may begin setting up at 8:30 am and must be completely set up by 10:30 AM
3. Vendors are completely responsible for setting up their own booths.
4. Vendors are completely responsible for all booth operating materials including a table/chairs and staffing their booth during hours of operation, 11 AM to 4 PM, on the day of the Festival.
5. Vehicles must only exit East Broadway at L Street.

### Booth Breakdown Rules

1. **Vendors MAY NOT begin booth breakdown until 4 PM unless otherwise notified by authorized personnel.**
2. Vendors are completely responsible for breaking down their own booths.
3. Vendors are responsible for cleaning their booth space after the festival.
4. Vendors are given one (1) hour to pack-up and clear the street. The street will open to traffic at 5:00 PM.

### Insurance

1. **All vendors are required to provide a one-day insurance binder naming the South Boston Chamber of Commerce and the City of Boston** as additionally insured for the day of the festival. Certificate of Insurance **must accompany** your Festival Application by the August 7, 2015 deadline.

### Health Permits for Food Vendors

1. All food vendors are required to have a Temporary Health Permit (or proof of current permit) from the City of Boston Board of Health. The Festival Committee will coordinate all Food Permits. Food Vendors must complete a city of Boston Temporary Food Application and include it along with a check for \$30.00 payable to the City of Boston. East Broadway food establishments who operate within the Festival area may prepare food inside their establishments and serve directly outside of their establishments without obtaining additional permits.
2. All Food Vendors that are cooking, heating or warming food or using ice or other form of refrigeration on the street or sidewalk will be required a one-day Health Department permit. **(This includes popcorn machines and coolers).**
3. **All Food Vendor booths will be inspected by a City of Boston Health Inspector prior to the Festival's opening at 11 AM.**