



Bucksport Bay Area Chamber of Commerce

52 Main St. PO Box 1676 Bucksport ME 04416
207.469.6818 207.469.2078 fax www.bucksportbaychamber.com

May 2, 2014

Dear Vendor,

Many towns throughout Maine have developed festival themes. The most popular events center on aspects of Maine culture. Lobster, Moxie, potato blossom and wild blueberry festivals are among the multitudes of summer activities. We are not aware of another festival dedicated to the forest here in the "Pine Tree State" so this unique event will have a strong appeal to surrounding communities – and beyond. The Festival of the Forest will attract a wide demographic of people ranging from families to those interested in all things wood related. We want to populate our vendor spaces with artisans, crafters, and retailers that work with, work in, or are inspired by the forest! This is why we are inviting you to get in on the ground floor of this exciting event as a Festival of the Forest vendor.

Through partnership between the Bucksport Bay Area Chamber of Commerce and the Maine Forest Products Council, the Bucksport Bay Festival of the Forest's focus will be to educate visitors on all aspects of the forest industry including: tree growth, management, products, equipment and the economic importance of the forest industry to our great State; all while remaining to be the highlight of summer for our community. For the past 16 years we have been creating childhood memories of playing on the waterfront with friends, eating cotton candy, and watching fireworks with family and now we endeavor to increase upon these traditions for future generations.

On top of all the other major changes in theme we are implementing with the Festival, there has also been a new Festival Coordinator appointed to the position. I'd like to introduce myself, my name is Christopher Grindle. I've strayed from my normal post of managing the IT aspects of Bucksport's municipal government at the local Town Office, to managing the annual Bay Festival and I'm just as excited as you are. Many of you have worked with Jim Zeman or Leslie Wombacher in the past and your collaborative efforts resulted in successes. I would like to do the same.

Being a vendor at the Festival allows you to play an important role in its success. Most vendors have found that by staying in place throughout the evening, and in some cases, right through the fireworks, proves to be a financially lucrative time for them. Friday evening has its ever-popular karaoke contest followed by live music. All day on Saturday live entertainment will be performed from 10:30 am until the fireworks start around 9:00 pm. During the annual Festival, on average 3,000-5,000 folks stroll along the $\frac{3}{4}$ mile stretch of vendors on the Bucksport waterfront. New this year we are opening space up by having vendors on our Main Street. We believe that with the new theming of the Festival, it will draw an even larger audience as it's promoted through digital, print, television, and radio marketing.

Once your application is reviewed, we will notify you – regardless of acceptance – within two weeks of the date received. Accepted vendors will have 30-days after notification to make full payment for their reserved space. Failure to pay in full by payment deadline will result in your space being assigned elsewhere. Your vendor acceptance is based on your connection to our theme – as it states above, "...that work with, work in, or are inspired by the forest!"

Creating destination events that make business grow and residents proud is accomplished one vendor at a time; please join-in on our inaugural Festival of the Forest. With any questions, comments, or concerns, please don't hesitate to contact me.

Festively,

Christopher Grindle
Coordinator | Bucksport Bay Festival of the Forest
cgrindle@bucksportbaychamber.com

Be sure to "Like" us on Facebook, Bucksport Bay Festival of the Forest and visit www.bucksportbaychamber.com to follow the progress of the Festival and its new theme!



Bucksport Bay Area Chamber of Commerce

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Bucksport Bay Festival of the Forest July 25th & 26th, 2014

General Terms of Vendor Participation Agreement

VENDING SPACE

1. Vendors should have adequate protection for inclement weather; the sun and rain.
2. You will need to supply your own tables, chairs, tents, extension cords, etc. as needed. Extension cords should be approximately 75 feet long to connect to the electric service.
3. A standard space is 10'x10', if a vendor needs additional space you may request it on your application and additional fees will apply – the same applies with electricity; its availability is limited, it costs extra, and you must indicate it on your application.

USE OF ALLOCATED SPACE(s)

1. The Festival Coordinator reserves the right of approval for the vending unit.
2. Vendor should provide adequate personnel for the operating hours of the festival.
3. Vendor shall comply with all laws, ordinances, rules and regulations of any lawful authority, agency or government unity, which apply to the use of its vending space requirements.
4. Vendor agrees to indemnify and hold harmless the Bucksport Bay Area Chamber of Commerce, the Town of Bucksport, and Hancock County, its officers, directors, representatives, employees, and agents for all penalties, fines, costs, expenses, damages, from the participating vendor's failure to comply with such laws.
5. Vendor accepts decision of the Festival Coordinator in disputes between vendor and any other festival participant or on any matter not covered by this agreement.

CARE OF ALLOCATED SPACE AND VENDING UNITS

1. Vendor shall maintain allocated space in a neat, safe and orderly condition during the festival. Vendor property in the back of the booth must be stacked/stored to maintain an appropriate appearance.
2. Vendors wishing to set up on Friday the 25th (after 12 noon) may be open for business that afternoon and / or that evening ***Remember, set-up can be any time after 12 noon on Friday July 25th unless your booth is at the Kid's Center area behind the Chamber of Commerce / Bucksport Family Medical Center, in that case set up is after 5pm on Friday.***
3. Vendors need to be in place and set up no later than 8:30am on Saturday, July 26. This is due to the parade starting at 9:30am. We encourage vendors to stay throughout the Saturday evening events. There should be no booth breakdowns prior to 6 pm.
4. Vendor shall furnish trash containers and bags, and bag all garbage and trash on a regular basis during the festival. At the conclusion, vendor must remove garbage and equipment from the allocated vending space.
5. Vendor shall surrender allocated space to the Town of Bucksport at the end of the festival in the same condition as when the vendor assumed occupancy and shall pay to the Town of Bucksport such amounts as shall be sufficient to restore such space to the same condition as when vendor arrived.

SECURITY

1. There is no hired overnight security.
2. Vendor agrees that the Bucksport Bay Area Chamber of Commerce, its officers, directors, representatives, employees, and agents shall have no responsibility whatsoever for any loss or damage to vendor's equipment, supplies, goods or other property.

LIABILITY

1. Neither the Bucksport Bay Area Chamber of Commerce, the Town of Bucksport, or Hancock County shall be liable for any loss or damage to the property of vendor or any of its representatives, employees, agents, patrons and guests, because of fire, robbery, accidents, or any other cause whatsoever that may arise from vendor's use or occupancy of its allocated space during the festival.
2. Vendor agrees to indemnify and hold harmless representatives, employees, and agents of the festival and/or the Town of Bucksport against any and all claims of any person whomsoever, from acts or omissions of the vendor, its representatives, employees, agents, patrons, or guests.
3. Vendor shall be prepared to continue vending from the allocated space in the event of rain. Bring appropriate coverage. If weather becomes too inclement to operate vending booths, the Festival Coordinator will be responsible for making final determination of outdoor operations.

***** Please note that we take great pride in this Festival being a FAMILY EVENT along our beautiful waterfront. We expect everyone to provide quality goods and services at the Festival, which enhance our attendees experience and maintain the beauty of our waterfront walkway. Please be sure to clean up your area upon completion of your stay. *****

I have read the General Terms of Vendor Participation Agreement and agree to abide by its rules and all terms and conditions set forth therein.

SIGNATURE _____ DATE _____



Bucksport Bay Festival of the Forest

July 25th & 26th, 2014

Vendor Application

For Office Use Only

Map: _____ Lot: _____
 Extra Space? _____
 Electricity? _____
 Payment Received: _____

****Applications will be accepted until June 30, 2014****

Note: Date application received does influence vendor placement.

Festival Hours:

FRIDAY 1:00PM to 9:30PM

SATURDAY 9:00AM to 10:00PM

**VENDORS MUST operate Saturday 8:30am to 6:00pm
 and are welcome to be open during all festival hours.**



Vendor / Business Name		Are you a Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact			
Mailing Address			
City	State	Zip	
Home Phone	Work Phone	Cell Phone	
Email			
Preferred form of contact for receiving future vendor applications		<input type="checkbox"/> Email	<input type="checkbox"/> Mailing Address
Can we find your business/organization on Facebook? If yes, how?			
List all products and services you intend to sell at this festival			
What size does your space require to operate?		<input type="checkbox"/> 10'x10' is all I need	<input type="checkbox"/> I will need additional space
*Note: Standard is 10'x10', additional space \$10.00 per foot.		How much? _____	
Electricity is VERY limited and may not be available, if electrical hook up is available, one may apply for an additional \$30.00		<input type="checkbox"/> I need electric	<input type="checkbox"/> I do not need electric
What do you need electricity for (<u>list everything</u>)?			

10'X10' BOOTH FEE STRUCTURE

Non Chamber Member – booth fee	\$100.00
Chamber Member – booth fee	\$65.00
Non-Profit – booth fee	\$35.00
Electricity – additional fee - **limited availability**	\$30.00
Extra Space – additional fee	\$10.00 per foot

MAKE CHECKS PAYABLE TO:

BBACC/ Bay Festival
 P.O. Box 1676
 Bucksport, ME 04416

***Please do not send payment until you receive notification that your application has been accepted.**

PLEASE KEEP ONE COPY OF THIS APPLICATION FOR YOUR RECORDS