



2021 OgunquitFest Vendor Application October 23rd & 24th

Vendor Information:

applicant name _____
company name _____ ME sales tax ID # _____
address city/state/zip _____
phone _____ alternate phone _____
email address _____
website _____

Have you attended Bonaire, OgunquitFest or Patriot’s Day Artisan Craft Fairs in the past? If yes, which one(s)?

Product information:

Please list all items that you plan to sell. Only items listed and approved may be sold. The Chamber makes the final decision on what can be sold.

Which type of vendor are you?

- Craft/Fine Art Vendor: \$220
- Independent Consultant Vendor: \$270

****Craft/Fine Art Vendor** is defined as someone who is selling their own original work/intellectual property.
****Independent Consultant Vendor** is defined as a self-employed contractor who sells goods for companies.

****Full payment must be received in order for your application to be considered complete.**
Payments will not be processed until you have a booth assignment.

****Application Deadline: Applications must be received via email (dawn@ogunquit.org) or mail by August 9th. Booth assignments will begin on August 10th.**

Total Fees:

1. \$ _____ Event fee (per above)
2. _____ number of spaces requested
3. \$ _____ TOTAL DUE (Multiply line 1 by line 2)

Make checks payable to: Ogunquit Chamber of Commerce, P.O Box 2289, Ogunquit, ME 03907

Credit Card Info

(if you prefer to pay by credit card rather than check)

credit card number _____ expiration date ____ / ____
billing zip code _____ CVV2# _____ name on card _____
signature _____

Ogunquit Chamber of Commerce Vendor Hold Harmless Agreement

Please review, sign, and return along with your application.

By executing this agreement, the undersigned agree(s) for himself, herself, itself and their successors, heirs and assigns that participation in the Ogunquit Chamber of Commerce artisan craft fairs as described herein, hereby releases and forever discharges the Ogunquit Chamber of Commerce, and the officers, directors, employees, agents, and members of either organization, together with their successors and assigns of from all debts, demands, actions, causes of action suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, extents, execution and liabilities whatsoever including, without limiting the generality of the foregoing, claims for contribution, exoneration or indemnity, or any other thing whatsoever which might arise from the undersigned's participation in the Ogunquit Chamber of Commerce's artisan craft fairs.

I understand and agree to adhere to the following (please initial)

- I have read and understand the Craft/Trade Vendor Terms and Conditions.
- I understand that no pets are allowed on the craft fair grounds.
- I understand that vehicles may not be parked on the grounds during craft fair hours. After unloading, all vehicles must be moved to other parking facilities.
- I understand that this is a two-day craft fair. Booths must be attended at all times during the specified hours: Saturday 9am-4pm and Sunday 9am-3pm. I understand that if I leave the craft fair early for any reason, I will lose my placement for the 2022 season.
- I understand that refunds will not be issued for cancellations.

Company Name: _____

Applicant's Name: _____

Signature: _____ Date: _____

Craft/Trade Vendor Terms and Conditions

General Information

Artisan Craft Fair Dates:

- OgunquitFest : October 23rd & 24th, 2021

Artisan Craft Fair Times:

- Saturday, 9am-4pm
- Sunday, 9am-3pm

Artisan Craft Fair Location: Dorothea Jacobs Grant Common located at 88 Obeds Lane, Ogunquit

- Vendors will provide and be responsible for setting up their own tent. Tents CANNOT be any larger than 10x10.
- Vehicles will be allowed on festival grounds ONLY for loading/unloading. We will provide more information on where to park your vehicle when the event gets closer.
- Overnight security is not provided.
- This is a rain or shine event.

Application Process

Applications will not be considered unless complete. Please use the following checklist to ensure your application is complete.

- Application form (Maine Tax ID will be required before you will be able to set up your booth at the craft fair.)
- Hold Harmless Agreement
- Insurance Certificate
- Booth Fee

Mail to: Ogunquit Chamber of Commerce, PO Box 2289, Ogunquit, ME 03907

Email to: dawn@ogunquit.org

Application Deadline:

Applications must be physically received at the Chamber office, via email or mail by **August 9th**
Booth assignments will begin on **August 10th**.

Insurance

A certificate of insurance **MUST** be provided, naming Ogunquit Chamber of Commerce and Town of Ogunquit as additional insured during the dates of the craft fair.

Sales Tax

The vendor must have a valid Maine Sales Tax Permit obtainable through the State of Maine, Bureau of Taxation, by calling (207) 624-9693 or online at www.maine.gov/revenue. (Search for "sales tax account".) It is the vendor's responsibility to collect Maine sales tax. Your Maine Sales Tax ID number will be required before you will be able to set up your booth at the craft fair.

Space Assignment

Space assignment is on a first come/first serve basis. When possible, priority of space assignment is given first to last year's vendors who participated in a show. For new vendors, priority is given to give to categories that are not saturated by other vendors.

Waiting List

After all the spaces are assigned, the remaining applicants will be contacted to see if they would like to be put on the wait list. If you choose to be on the waiting list and a spot opens up you will be contacted according to which number you are on the waitlist. Number is determined by the date the application was received. Checks or credit cards will not be cashed or processed until you have been approved and assigned a booth.

Booth Set-up

- **Vendors will provide and be responsible for setting up their own tent. Tents CANNOT be any larger than 10x10.**
- Vendors must set up their booth from 6am – 8:45am and be ready by 9am to sell products.
- To help vendors unload in a timely manner, please move your vehicle as soon as you are done with set-up and move it to the designated parking lot.

Restrictions

- No items using the craft fair name or logo may be sold without prior approval.
- Games of chance or raffles are allowed only by non-profit vendors.
- **Booths should be attended at all times during specified hours:**
Saturday 9 am – 4 pm
Sunday 9 am – 3 pm
- Smoking, alcoholic beverages and drugs are prohibited.
- No pets allowed.
- Only vendors with goods or services to sell will be considered. Political, religious or social action groups will not be allowed.
- The events committee reserves the right to approve or restrict any business from exhibiting and to remove anyone not complying with the rules, without issuing a refund.