

**The Harvard Square Business Association Presents the 30<sup>th</sup> Annual Oktoberfest**  
**Vendor Application: Sunday October 11th**

*Note: You must complete this entire application for your application to be processed.*

Business Name: \_\_\_\_\_

*The contact and mailing address you provide will be the one we use to send you your confirmation package.*

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

- Remember: All insignia and brand merchandise **MUST BE LICENSED**. Invoice copies from licensed sellers must accompany application.
- All vendors selling unlicensed merchandise are subject to product confiscation and immediate ejection without a refund—as well as possible legal action.
- **IN THE EVENT THAT WE USE RAIN DATE, EVENT WILL TAKE PLACE ON THE RAIN DATE REGARDLESS OF WEATHER FORECAST UNLESS THE CITY DECLARES A WEATHER EMERGENCY. NO REFUNDS WILL BE GIVEN DUE TO INCLEMENT WEATHER ON RAIN-DATE (Rain Date is October 12<sup>th</sup> 2009)**

**Please provide a description of product at the event:** \_\_\_\_\_

**NON-FOOD VENDORS**

Vendor Categories	Booth Sizes and Fees	No. of Spaces	Total Due
HSBA Member (dues paid)	Full (6'x12'): \$200		
	Full (10'x10', tent ok): \$225*		
	Half (6'x6'): \$125		
Outside Vendor	Full (6'x12'): \$275		
	Full (10'x10', tent ok): \$300*		
	Half (6'x6'): \$200		

**FOOD VENDORS (Please see information on following page.)**

HSBA Member (dues paid)	Full (6'x12'): \$225		
	Full (10'x10', tent ok): \$250		
	Add'l (6'x12') space: \$175 each		
Outside Vendor	Full (6'x12'): \$350		
	Full (10'x10', tent ok): \$375*		
	Add'l (6'x12') space: \$300 each		
Both	+ \$25.00 fee for all vendors using propane		

**NON-PROFIT VENDORS**

Non-profits must present MA Certificate of Exemption w/application	Full (6'x12'): \$100		
	Half (6'x6'): \$60		

**VENDOR WEBSITE LISTING**

Vendor website listing on our main website: www.harvardsquare.com	YEARLY Business Listing: \$50	€ Yes	
		€ No	

**\* REQUEST TO BRING TENT TO EVENT**

€ Please check here if you selected a 10'x10' space and would like to bring your own tent. Spaces that can accommodate tents are limited, available on a first-come, first-serve basis, and we will let you know if we cannot meet your request for space for a tent.

*Mail application and fee by Friday, September 18th, 2009 to:*  
 Harvard Square Business Association  
 18 Brattle Street, Suite 352 Cambridge, MA 02138

**+ \$25.00 LATE FEE after September 18th, 2009**

**= TOTAL ENCLOSED** \_\_\_\_\_

*Additional information on back*

I have participated in Harvard Square's festivals before:

€ YES (When: \_\_\_\_\_) € NO

Please check your space preferences below, and we will do our best to accommodate you:

€ near family events € not near family events

€ near music € not near music

€ near food € not near food

Spaces are assigned based on date application is received, seniority, and product sold. HSBA Members and Sponsors have priority in space consideration. We do not guarantee specific space for anyone.

**CREDIT CARD PAYMENT**

If you would prefer to pay by credit card instead of by check or money order, please fill out the following:

I, \_\_\_\_\_, elect to make my payment by credit card.

**Credit Card:** € Visa € Mastercard \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street: \_\_\_\_\_

Suite/Apt #: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

I authorize the Harvard Business Square Association

to charge my credit card in the amount of \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOOD VENDOR INFORMATION**

- Permits to cook and serve food are granted by the City of Cambridge Inspectional Services Department. We will submit forms to the city for you.
- After your application is accepted, we will send you the propane requirements and the necessary City of Cambridge Temporary Food Service Application.
- You will not be granted a space until the inspectional services food form is received in our office.
- PROPANE: Important regulations regarding use of propane must be met.
- Food carts must be equipped with fire extinguisher, sneeze guard, cold storage, trash barrels and trash bags at your assigned location.
- All food service vendors will be inspected during the event by the Fire Department and Inspectional Services. Non-compliance will result in removal from the festival.
- No deep-fat frying or open flame barbecue allowed, unless cooking is completely contained within approved commercial vending cart. Cooking oil may not be disposed of on the street, or the vendor will be fined.
- All propane tanks/carts are subject to inspection by a Gas Inspector and Fire Department Inspector. Vendors using propane must pay an additional \$25.00.

It is hereby agreed that (Print your name) \_\_\_\_\_ holds the Harvard Square Business Association and the City of Cambridge harmless from any liabilities incurred on the festival premises. Booth space cannot be divided, sublet, or leased to any other party. It is not interchangeable. Your signature confirms your agreement to all of the terms of the vendor rules and this application.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Business Name: \_\_\_\_\_

In order for your application to be complete, you must include a COMPLETE application and payment in the form of credit card, check or money order, payable to the Harvard Square Business Association. Be sure to indicate your business name on your payment. WE RESERVE THE RIGHT OF FINAL ACCEPTANCE OF VENDORS TO THIS EVENT. WE SEEK TO CREATE A MIX OF PRODUCTS, CRAFTS AND ENTERTAINMENT. VENDORS WHO DO NOT FOLLOW THE RULES WILL NOT BE INVITED TO FUTURE EVENTS.

**Here is a checklist to ensure you included everything:**

- € complete application € payment € signature
- € invoices for brand/insignia products € complete product list