

VENDOR APPLICATION

The Harvard Square Business Association Presents the 45th Annual Oktoberfest Sunday October 6th, 2024

Vendor Application: 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 the 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 13th, 2024**)

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	Full (10'Dx10'W): \$300		
OUTSIDE VENDOR	Full (10'Dx10'W): \$400		

FOOD VENDORS (Please see information on following page.)

HSBA MEMBER	Full (10'Dx10'W): \$350		
OUTSIDE VENDOR	Full (10'Dx10'W): \$450		
Propane Fee	+ \$25.00 fee for all vendors using propane		

NON-PROFIT VENDORS

Non- Profits must present MA Certificate of Exemption w/ application	Full (10D'x10'W): \$150		
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Mail application and fee by September 20th, 2024 to:
 Harvard Square Business Association
 Two Brattle Square, Mezzanine Cambridge, MA 02138
 or email to ahenley@harvardsquare.com

+ \$30.00 LATE FEE after September 20th, 2024
 = TOTAL ENCLOSED _____

Note: In Case of rain, please visit www.harvardsquare.com after 12:00PM on the Friday prior to the event to learn if the festival will go on as planned.

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 please fill out the following. (Note: There is a 0.035 processing fee).

I elect to make my payment by credit card:

Credit Card: Visa MasterCard AMEX

Credit Card Number: _____

Exp. Date: _____ CVV/CVC: _____

Name: _____

Company Name: _____

Street: _____

Suite/Apt #: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

I authorize the Harvard Square Business Association to charge my credit card in the amount of:

\$ _____

Signature: _____

Date: _____

FOOD VENDOR INFORMATION

- **NO LATE APPLICATIONS FOR FOOD VENDORS: All Food related paperwork is due by September 20th, 2024**
- **Please download, complete and submit a copy of the City of Cambridge Food Forms to our office with your application (available for download on harvardsquare.com.) Permits to cook and serve food are granted by the City of Cambridge Inspectional Services Department. We will submit forms to the city on your behalf.**
- **IMPORTANT:** All FOOD applications must be accompanied by Safe Serve certificates for those serving food AND a copy of the license for the establishment. Please call the office ASAP if you have a special circumstance or any questions.
- **PROPANE:** [City of Cambridge 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, 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 complete product list

For food vendors: a complete food application includes, food forms, safe serve certificates and a copy of your establishment license.