

The Harvard Square Business Association Presents the 25th Annual Mayfair Vendor Application

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**

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'): \$175		
	Full (10'x10', tent ok): \$200*		
	Half (6'x6'): \$100		
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'): \$175		
	Full (10'x10', tent ok): \$200		
	Half (6'x6'): \$100		
Outside Vendor	Full (6'x12'): \$350		
	Full (10'x10', tent ok): \$375*		
	Add'l (6'x12') space: \$225 each		
	Half (6'x6'): \$200		
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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* 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.

= TOTAL ENCLOSED _____

Mail application and fee by Tuesday, April 8, 2008 to:

Harvard Square Business Association
18 Brattle Street, Suite 352 Cambridge, MA 02138

Additional information on back

+ \$25.00 LATE FEE after April 8, 2008

I have participated in Harvard Square's festivals before:

YES (When: _____) NO

You may reference your vendor space numbers from past events if you wish to request the same location (no spaces are guaranteed). _____

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

- | | |
|---|---|
| <input type="checkbox"/> near family events | <input type="checkbox"/> not near family events |
| <input type="checkbox"/> near music | <input type="checkbox"/> not near music |
| <input type="checkbox"/> near food | <input type="checkbox"/> 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:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> complete application | <input type="checkbox"/> payment | <input type="checkbox"/> signature |
| <input type="checkbox"/> invoices for brand/insignia products | <input type="checkbox"/> complete product list | |