



# 2024 Lilac Family Fun Festival

## Vendor Information Packet

The 2024 Lilac Family Fun Festival will take place on Saturday, July 13<sup>th</sup>, 2024, from 4-9pm (Rain date: July 14<sup>th</sup> from 4-9pm). The event will feature carnival rides for young children, games, family activities, and end with a spectacular fireworks display. It will also feature AMAZING local vendors, showcasing the best our community has to offer.

To create a memorable and fun event, the Recreation department is focusing on:

1. **Accessibility:** This event should be free, or as low cost to its participants as possible.
2. **Family Friendliness:** All events, booths, and activities should be inclusive of everyone from children to senior citizens and foster "fun for the whole family."
3. **Community Tradition:** Creating a shared, positive experience and memory for the whole community.

### Vendor Information:

All vendors will be expected to espouse the values driving this event: accessibility, family friendliness, and community tradition. Vendors are encouraged to feature an element of engagement in their booth. The Recreation Department reserves the right to limit the number of vendors accepted. Please do not submit payment or supplemental documents until you receive email confirmation of your vendor spot.

Vendor spaces are 12' x 12' and may be on any type of surface, depending on where the space is located. Please see attached map for more details. There is no access to power.

### VENDOR POLICY:

- Vendors are encouraged to provide some activity that promotes engagement. It is preferred that this engagement opportunity be free, but it is not required.
- All booths will be ready and open for business by 4pm on the day of the event. All booths will remain open and staffed until at least 8:00pm. Festival hours of operation are 4:00pm-9pm.
- Vendors may begin set up at 12:00pm on 7/13/24. Vendors must arrive no later than 3:30pm to begin set up. Vendors who arrive after 3:30pm will not be permitted to set up their booth and will not be refunded their vendor fee.
- All vendor spaces and booths must be cleaned up and cleared out by 10:30pm on 7/13/24. **No vehicles allowed on the field between 4:00pm-9:45pm**, or until the crowd has cleared after the fireworks. Please plan to adhere to this rule; it is essential for safety. Vendors may use their vehicle as part of their booth, but it cannot be driven until the event is over and the crowd has disbursed. No vehicles may be driven while fireworks are going off.
- Items left behind will become the property of the Rec Department and the vendor will be charged a \$50.00 maintenance fee.
- Items prohibited from sale: alcohol, guns, knives, pornographic material, offensive material, dangerous or unsafe items, projectiles, sling shots, lasers, stink bombs, party poppers, silly string,

and nuisance items. It is the discretion of the Recreation Department to prohibit any other items deemed inappropriate for this event.

- It is the vendor’s responsibility to be aware of, and adhere to, the rules and regulations set forth and enforced by the City of Rochester and the New Hampshire State Departments.

**VENDOR LICENSING:**

**Food Vendors** are required to present a Food License with the City of Rochester. If you do not already have a food license with the City, a temporary license can be applied for at [rochesternh.viewpointcloud.com/categories/1098](http://rochesternh.viewpointcloud.com/categories/1098). A temporary license will be valid for 14 consecutive days and should be applied for no later than June 1<sup>st</sup>, 2023. Application fee varies. Food Trucks may be subject to additional inspection at the discretion of the Rochester Fire Department.

**Insurance:** It shall be the responsibility of the Vendor to carry comprehensive public liability insurance for the benefit of the City and the Vendor as their interest may appear, naming the City as an additional insured, in an amount not less than 1,000,000.00 per person and \$2,000,000.00 in the aggregate per occurrence; and to timely pay the premiums for such insurance and to furnish the City certificates from the insurance companies for any such policies, naming the City as an additional insured, such insurance companies to be acceptable to the City.

If you are unsure if you need a Food License or Certificate of Insurance, please email Recreation & Arena Marketing Program Coordinator Nicole Lee, [nicole.lee@rochesternh.gov](mailto:nicole.lee@rochesternh.gov).

**VENDOR TERMS/CONDITIONS AND RELEASE OF LIABILITY:**

Vendor shall fully defend, indemnify, and hold harmless the City from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to Vendor’s participation in the Lilac Family Fun Festival. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the City for all legal fees, expenses, and costs incurred by it.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Vendor Application**

Please fill out this form completely and return it to the Recreation Department at 150 Wakefield, Suite 1 or submit via email to nicole.lee@rochesternh.gov. Form should be submitted no later than 5/10/24. Your registration is not confirmed until you receive a confirmation email from the event organizers and payment has been submitted. You will receive confirmation no later than 5/15/24. Payment will be due upon receipt of confirmation.

VENDOR INFORMATION			
Contact Name		Organization Name	
Street Address/P.O. Box	City	State	Zip
Email Address		Phone Number	
Website			
Circle one of the following:			
Sales-Food Fee: \$50	Sales-Other Fee: \$50	Non-Profit Fee: \$25	Other Fee: \$50

For Food Sales:

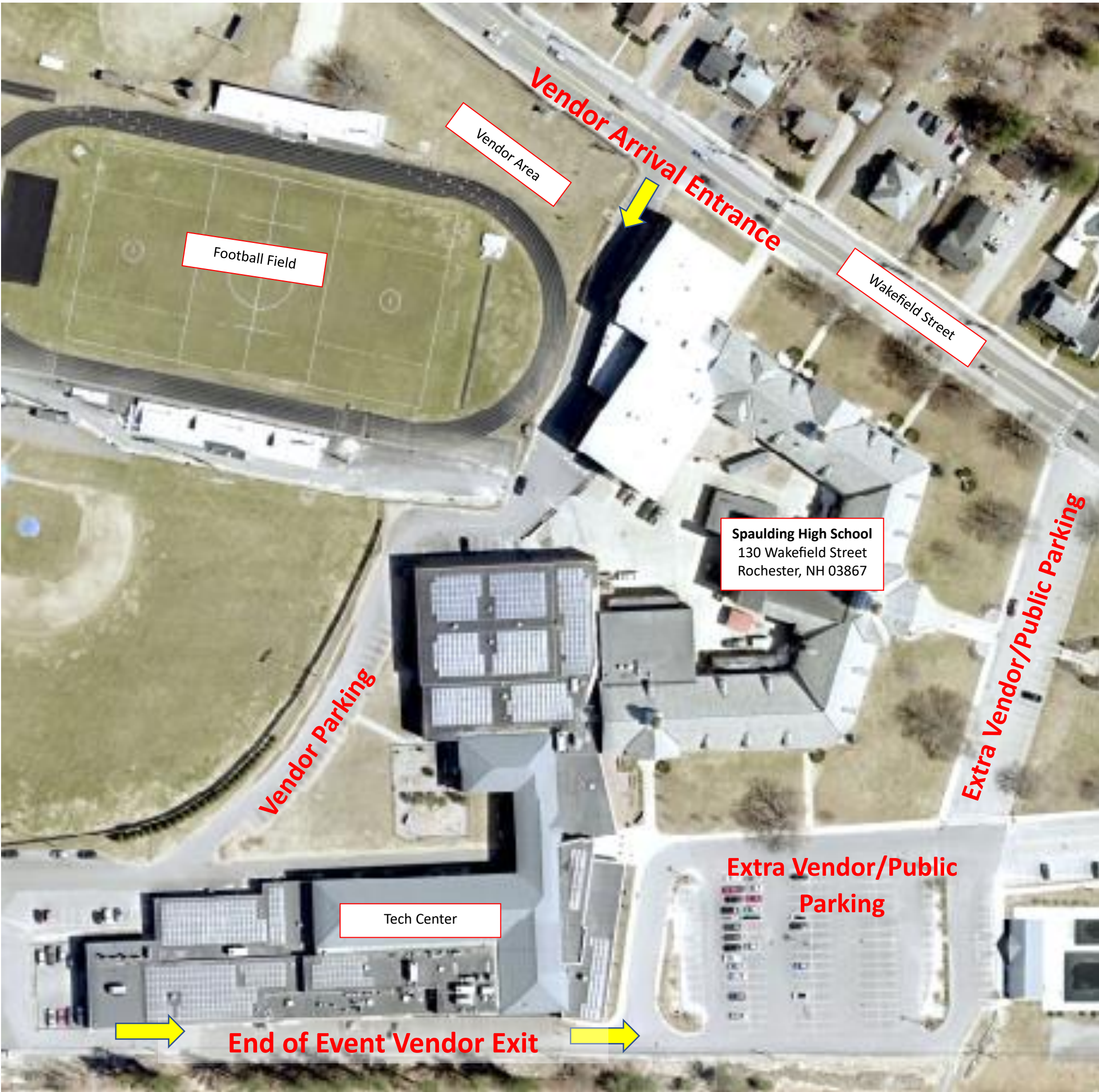
Do you have a food license with the city of Rochester: Yes No

If No, are you able to obtain a temporary food license by 7/13/14: Yes No

Food Truck Dimensions: \_\_\_\_\_

Please describe the contents of your booth:

Special Requests (not guaranteed):



# 2024 Lilac Family Fun Festival Vendor Arrival Map

