



# Explore Essex

## Sign up for a Vendor Booth

[www.essexvt.org/explore](http://www.essexvt.org/explore)  
81 Main St., Essex Junction, VT 05452  
Phone: (802) 878-1341  
E-mail: [hello@essex.org](mailto:hello@essex.org)

**SIGN UP FOR A VENDOR BOOTH DEADLINE TO SIGN UP: September 15**

Return to [hello@essex.org](mailto:hello@essex.org) or mail/drop off at Town Offices at 81 Main St., Essex Junction

### RULES FOR BUSINESS BOOTHS

1. Booth/table must fit within a 15 ft. wide area, with approximately 15 ft. frontage.
2. All vendors are required to obtain all applicable licensing and carry their own insurance.
3. All litter must be disposed of properly and booth area completely clean after the event.
4. Vendors must try to keep booths open for the full day (10 am to 4 pm on Saturday, Oct. 7, unless there are special circumstances that prevent participation).
5. Vendors are responsible for bringing their own tables, tents, chairs, and supplies and must set up and tear down all tents, tables, and equipment on their own. Weights and stakes to secure tents are required.
6. Vendors serving food must provide the appropriate license from the VT Health Department.
7. The Town of Essex and Essex Town School District are not responsible for the safekeeping of anything you bring to your site. You are responsible for own tents, booths, and equipment. It is strongly recommended that you tear down and take all belongings home with you at the end of each day.
8. No music or loud equipment (such as a generator) is permitted unless specifically authorized by the Explore Essex Committee.
9. Spaces are limited and vendors must be approved by the Explore Essex committee to receive a spot. Priority will be given to Essex business owners.
10. Disregarding the rules may forfeit your chances to apply in another year.

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

Vt State Tax ID#: \_\_\_\_\_

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

BUSINESS STREET address (where are you located?): \_\_\_\_\_

BUSINESS MAILING address if different than physical address: \_\_\_\_\_

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

Please list the items or services to be sold, exhibited, or displayed.

*(continued on next page)*

(Sign up for a Business Booth continued)

Please select the type of booth you will set up:

- Selling products and services
- Informational with handouts or free items
- Food truck/cart
- Nonprofit organization (must be able to provide proof of 501(c)(3) status)
- Other (please provide description) \_\_\_\_\_

(Nonprofit organizations only): Describe the type of services and support you provide to the Essex community.

Will you be serving/selling food?                      Yes       No

If yes, please include copy of license from the Vermont Department of Health.

*Priority will be given to Essex-based businesses and organizations and spaces are limited. The fee schedule is as follows:*

- *All vendor booths, food trucks/carts - \$25 per day*
- *Nonprofit organizations – free of charge with proof of 501(c)(3)*
- *Booths are complimentary for Gold, Silver, and Bronze Sponsors.*

Do you have liability insurance?                      Yes       No

If yes, please include a copy of your liability insurance.

**Acceptance of Rules and Hold Harmless Clause**

**By signing below, I understand and agree that this is an application for booth space only and is not a rental contract; I understand and agree to the Explore Essex Rules for Vendor Booths; and I understand and agree that upon issuance of a contract for booth space, I hold the Town of Essex and the Essex Town School District harmless from any injury, incident, accident, damage, or loss of personal property as a result of utilizing their facilities.**

\_\_\_\_\_  
Business Owner/Representative signature

\_\_\_\_\_  
Date