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The 2019 Abolition Day Committee is now accepting applications from vendors wishing to participate in this historical event. You must submit your application on or before Sept 15, 2019. **Late submissions not accepted**

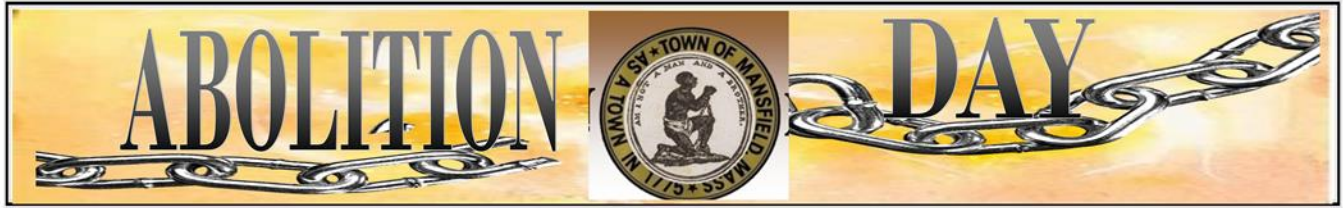
**DOWNLOAD YOUR
APPLICATION**

Vendor spaces are on a first-come, first-served basis. Spaces are limited, so we urge you to apply early.

For more vendor information, contact: Nicole Burch



Community Organizations



DEAR VENDOR:

Thank you for your interest in participating in the 2019 ABOLITION DAY Marketplace. This year's event will be held on Saturday October 5th 2019, on the South Commons in Mansfield, from 10:00 a.m. to 5:00 p.m. This free community event is expected to attract hundreds of citizens who enjoy hometown festivals, live performances, visual arts, crafts, and technology driven interactive scavenger / history hunts.

ABOLITION DAY 2019 is an exciting, community-building fall event commemorating Mansfield's proud history of standing together against injustice while standing up for freedom during the most tumultuous time in our country's history. People of all ages and from all backgrounds will come together to stand against injustice and experience a day of courage.

Vendor spaces are limited, so we urge you to apply early.

The temporary food service application must be completed if you do not have a current license. Vendor spaces are on a first-come, first-served basis.

Please visit our website at www.nbdmhc.org for additional information, scheduling, directions, and highlights. You may also email Nicole Burch at nburch@nbdmhc.org Please note: placement is based on a first-come, first-served basis and property requirements. **Vendor applications must be received on or before Sept.15, 2019. Late submissions will not be accepted.**

Sincerely,

2019 ABOLITION DAY COMMITTEE

Attachments/Enclosures

The completed **vendor application form**, **vendor information/agreement form**, and **temporary food**

service form must be accompanied with **your check or money order** payable to National Black Doll Museum in notes please add ABOLITION DAY! Please note: placement is based on a first-come, first-served basis and property requirements.

Mail to: National Black Doll Museum of History & Culture
288 N. Main St /
PO Box 1332
Mansfield, Mass 02048

All vendors will receive a business card ad in program book if paid before Sept.15th

VENDOR APPLICATION FORM:

Vendor registration includes the following: one each 9'x10' space, per vendor. The parking is available in town hall lot and on a FIRST COME FIRST SERVE BASIS, See vendor diagram

Type Booth Rental (includes commercial tent with four stabilizers)

Non –Profit Organization	9'x10	Free /donation
Art/Crafts/Other	9'x10'	\$50
Corporate	9'x10'	\$300
Food	9'x10'	\$150
Food Truck	9'x10'	\$250

Temporary food license additional fee	\$30
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Total \$ _____

*Required for all food and beverage vendors if you do not have an annual permit. Please complete the attached food application for a temporary food license.

Contact

Contact Name _____

Company Name _____

Address _____ City _____

State _____ Zip _____

Telephone _____ Mobile Number _____ Email _____

ContactName(s) on-site _____

ContactMobile Number(s) on-site _____

Please describe activities in booth _____

Using Propane: YES _____ NO _____

Booth space cannot be reassigned, divided, given, sublet, or leased to any other party, nor can vendors relocate their assigned positions. Fees are not refundable.

Insurance: Each vendor must add “**Abolition Day Celebration**” and the “**Town of Mansfield** “as additional insured to their certification of insurance.

Indemnification Agreement: It is hereby agreed that (printcompany name) _____ holds National Black Doll Museum, Abolition Day Committee & Town of Mansfield harmless from any liabilities that may arise from the sale of their products or any services offered. Fees are not refundable.

Vendor Signature _____ Date _____

VENDOR INFORMATION AND AGREEMENT (Page 1 of 2)

Date: Saturday October 5th, 2019

Time: 10:00 a.m.–5:00 p.m.

Place: South Commons Mansfield, MA

Vendor Fee: Total \$_____

(include booth rental, temporary food license fee,)

Supplies and Equipment: Abolition Committee will provide one space, 9'x10' for each participating vendor.

Vendors must supply all other equipment, such as displays, clothes, rack, paper goods, plastic utensils, and trash bags.

Vendors are responsible for collecting and removing their own trash from vendor booth area. Dumping food or materials into city drains is strictly prohibited, and will result in removal from the event. Vendors are encouraged to make use of decorative displays; Banners must have wind slots. All materials must be kept within the confines of the individual space allotted to each vendor. **Generators and exposed grills will not be permitted.** Limited on-site security will be provided; however, security, National Black Doll Museum, its officers, event committee, or volunteers shall not be responsible for any items or equipment lost, damaged, or stolen. All food vendors must have a fire extinguisher on site.

Vending Spaces: You may reserve a space by mailing in your completed forms (vendor application, temporary food service application, vendor information/agreement form) and your check or money order for the appropriate amount made payable to National Black Doll Museum **please note Abolition Day. Booth locations will be assigned by the event management committee one week prior to date. (Please note: Abolition Day Committee reserves the right to refuse registration to any vendor.) Vendors will receive a confirmation letter and other information needed prior to the event date. This confirmation will confirm your space availability, your registration, and act as your receipt. Each vending space will be marked and numbered. All vendors must remain in the assigned space. Moving and last-minute changes will not be permitted.

Booth space cannot be divided, sublet, or leased to any other party and is not interchangeable. Vendors may sell their products or services within the confines of their vending space only. **Roaming vendors will not be permitted.**

No loudspeakers, amplification equipment or sound systems are allowed.

Licensing: Food vendors are required to be licensed by the Town of Mansfield. You must provide us a copy of your current MF- Mobile Food Server license along with your Abolition Day vendor application, and display it on site. If you do not possess a current license, please check "temporary food license needed" on the attached/enclosed application form (additional fees apply). **This application must be completed and returned by Sept 15, 2019.** Confirmation will not be guaranteed until we receive this information.

Set-Up/Tear-Down and Parking: Loading vehicles will have access to the area between 8:00 a.m. and 10:00 a.m. and from 4:00 p.m. to 5:00 p.m. only. Please note: This will be strictly enforced. Vendors must stop selling promptly at 5:00 p.m. in compliance with our permit from the Town of Mansfield. Vendors are responsible for space appointed—all items must be removed and site must be cleaned. No vendor may bring a vehicle into the area until all bands have stopped performing. Vehicles must be parked outside the festival area during the event.

Due to storage constraints no vendor goods may be received prior to the vendor check-in and set-up. **All vendor goods, including transportation, storage, and removal, are the vendors' responsibility.**

Rain Date: Sunday October 6, 2019