



Vendor Checklist & FAQs

Application Checklist & Tips:

- Please be sure to complete all included forms (including health department state license number for food vendors if applicable. Applicant is required to obtain all state and municipal permits that apply and to provide the Bank with copies of the permits at least 30 days prior to the event.
- Please be sure your Vendor Agreement is signed.
- Food and amusement vendors must be able to add "Franklin Savings Bank" to their insurance policy and provide documentation prior to participating in the event.
- Please be aware the fee for a 10' x 10' space is nonrefundable and must be received 30 days prior to the event. Please see **Addendum A** for details concerning the fees.
- You may email or mail the Vendor Agreement to the attention of **Dawn Beers at Dawn.Beers@fsbnh.bank, or U.S. postal mail to Franklin Savings Bank, Attention: Dawn Beers, PO Box 337, Franklin, NH 03235.**
- If you do not have a physical product to sell, please be aware of the following:
 - We will only allow a limited number of businesses with non-goods to reserve a space at the Franklin Savings Bank 150th Anniversary Celebration event.
- You must provide a children's activity or something else beyond just handing out fliers and merchandise in your application.

FAQs:

What kind of vendors will you accept to participate in the 150th Anniversary Celebration event?

We love supporting local businesses in the communities we serve. We welcome local food trucks, artisan pop-up shops, and nonprofit organizations. Customers of Franklin Savings Bank will be given first priority for participation in our event.

Why is electricity not provided?

Due to safety concerns, the City of Franklin cannot accommodate all vendors being plugged into

the outlets located at Scott Marceau Park and Trestle View Park. Therefore, vendors must bring generators if they require electricity.

Why are state and municipal permits required of vendors?

Our goal is to provide a high quality event that is safe and beneficial for the community. Food vendors may be required to be approved by the health department and will be subject to inspection by the Franklin Fire Department, so our attendees can receive the highest quality food.

What is each vendor responsible for?

Each vendor is responsible for their own set-up and tear down. Vendors MUST stay in their designated space for the duration of Market Day for safety concerns. We ask that you do not break down your space until 3:00 pm.

What type of products are you seeking for pop-ups?

Artisan products, clothing, gifts, home decor, toys and food. If you have any questions, please contact a member of the planning committee.

Vendor Agreement

Franklin Saving Bank will approve each vendor for participation in our event. Vendors not included in the approved vendor list will not be permitted to participate. Vendors will not be approved by Franklin Savings Bank organizers unless all requirements are met. Vendors must submit all documents to the planning committee.

A vendor is any individual or organization who is participating in Franklin Savings Bank's 150th Anniversary Celebration to provide products, services or information.

- **Food/Beverage Vendors:** Selling or sampling food/beverage products
- **Retail Vendors:** Selling merchandise
- **Arts & Crafts Vendors:** Selling handcrafted products (non-food/beverage)
- **Amusement Vendors:** Providing recreational activities, such as inflatables or mechanical rides/devices, or service activities to include face painting, hair braiding, etc.

Insurance:

Insurance may be required of vendors depending on the nature of the services provided. Below is a list of vendors who must provide insurance. Please contact Franklin Savings Bank's 150th Anniversary Celebration Committee for additional information regarding insurance requirements.

- Food/Beverage Vendors
- Amusement Vendors

If insurance coverage is required, the policy must include Franklin Savings Bank, its employees, agents, volunteers and officers as additional insureds as pertaining to the insured's participation in Franklin Savings Bank's 150th Anniversary Celebration event. Please return a copy of a Certificate of Liability Insurance to the attention of **Dawn Beers via email at Dawn.Beers@fsbnh.bank, or U.S. postal mail to Franklin Savings Bank, Attention: Dawn Beers, PO Box 337, Franklin, NH 03235.**

Food/Beverage Vendors:

Food/beverage vendors include food trucks or trailers, stands, tents, canned and/or packaged foods, etc.

- All food/beverage vendors must have obtained all required state licenses with the State of NH Health Department. State licenses must be kept on-site and available for review by the NH Health Department.
- Food/beverage vendors must be present and setup by no later than 9:30am on the day of the event to allow time for an on-site, day-of-event inspection by the Franklin Fire Department. Any vendors not present by 9:30am will not be allowed to participate. Setup will begin at 8:00am on the day of the event.

- Food/beverage vendors must provide a completed *Food & Beverage Vendor Information Form* **60 days prior to the event.**
- The sale of alcoholic beverages will not be permitted by food & beverage vendors.
- All vendors must have a valid State of New Hampshire Sales Tax permit on site and provide proof of permit to the planning committee **60 days prior to the event.**

Retail/Arts & Crafts/Amusement Vendors:

Vendors selling merchandise, handcrafted products (non-food/beverage), providing information, promotional materials, free services and recreational activities.

- All vendors must have a valid on site and provide proof of permit to the planning committee **60 days prior to the event.**
- All vendors are responsible for the setup of their booth. (e.g. tables, chairs, displays, signs, tent, electricity, etc.).
- All vendors must provide a completed *Retail Vendor Information Form* **60 days prior to the event.**
- Setup for vendors begins at 8:00am on the day of the event (if you show up prior to 8:00am, you must wait outside the barricades). All vendors must be present by 9:30am. Any vendor not present by 9:30am will not be allowed to participate.
- All service-related vendors must display the following sign at their table: "Use of this service is at your own risk. Franklin Savings Bank is not responsible/liable for your use of this service."

Reminder:

Use of open flame requires that you contact the planning committee at 603.934.4445, so the Franklin Fire Department can be notified. This includes propane systems, fire pits, etc.

Fee: There will be a nonrefundable fee for food trucks and pop-ups. Please see **Addendum A** for details.

Banners: The hanging of banners are subject to approval by the planning committee.

Tents or Tables: All tents and tables are subject to approval by event organizers and may be inspected by the Franklin Fire Department.

Paint: Under no circumstances will paint, spray chalk or any substance that will remain visible for more than 48 hours be applied to the street, or any part of the right of way or public/private property.

FSB 150th Anniversary Celebration Committee:

Dawn Beers, Dawn.Beers@fsbnh.bank or 934.8358

Taylor D'Italia, Taylor.Ditalia@fsbnh.bank or 934.8323

Renee Baldini, Renee.Baldini@fsbnh.bank or 934.8327

I agree, to indemnify and hold Franklin Savings Bank harmless from all claims, judgments and costs, including but not limited to, attorneys' fees, and to reimburse them for any expenses whatsoever incurred in connection with any action brought as a result of my participation in Franklin Savings Bank's 150th Anniversary Celebration.

I have retained, for my records, a copy of this agreement Yes____No____. I have read, understand and agree to adhere to the above Vendor Agreement & Requirements.

Name: _____

Signature of applicant (must be over 21 years of age)

Date: _____



Addendum A: 2019 Franklin Savings Bank's 150th Anniversary Celebration

We are excited to invite local vendors to participate in our 150th Anniversary Celebration on Central Street, featuring pop-up retail shops with artisan products, clothing, gifts, home décor, toys and food!

We will now be accepting applications for 10 food vendors. Six of these food vendors will be located along Central Street, at the applicable fee below. The remaining four food vendor spots will be offered space at Odell Park for our late afternoon/evening festivities.

In addition, we will be accepting 15 pop-up spots to be set up along Central Street.

Fees:

FSB Customer: \$25.00 **Non-profit Organizations:** \$25.00 **Non-FSB Customer:** \$30.00

Please note: All funds raised from vendor fees will be donated to the Veterans Memorial Recreation Ski Area in Franklin, NH.

Terms & Conditions:

Exhibitor space will be assigned at the sole discretion of FSB's 150th Anniversary Celebration Planning Committee. Every effort will be made to accommodate the exhibitor's preference of location and layout may be changed based upon the final number of exhibitors. FSB reserves the exclusive right based on its sole discretion to determine who will be permitted to use exhibitor space and what space will be assigned to participants.

FSB reserves the right, should any rented space remain unoccupied after the first hour of Market Day, to rent or occupy said space.

Exhibitor agrees not to use FSB's name or logo in correspondence, publications, announcements or other written, visual or audio materials without obtaining in advance the express written approval of FSB, except to identify its participation in our 150th Anniversary

Celebration event. Exhibitor also understands that acceptance of the Vendor Agreement, shall in no way imply endorsement of the vendor's products, equipment and/or services by Franklin Savings Bank.

Exhibitor space MUST be paid for in advance of the date of Market Day; no booth will be assigned unless payment has been received. Refunds for booth space will be made only if cancellation is received in writing by **April 29, 2019**. No refunds will be granted after this date.

Food & Beverage Vendor Information Form

All food and beverage vendors engaged in food sales, including prepackaged food items, such as mixes, bottled water, vitamins, supplements, candies or any other food item offered for consumption, on or off premises, must fill out the following information and provide proper insurance in order to participate in Franklin Savings Bank's 150th Anniversary Celebration.

All items are required, if any part is left blank, the application will be considered incomplete.

Business Name: _____

Date business was founded: _____

Owner's Name: _____

Main Contact Name (if different than owner): _____

Business Address (include city, zip): _____

Phone Number: _____ **Email:** _____

Preferred Method of Contact: _____

Website: _____ **Customer of Franklin Savings Bank:** Yes _____ No _____

Business ☐ Personal ☐ **Name on Account:** _____

Facility Type: Temporary Tent ☐ Mobile Unit ☐

Licensed: State License #

Truck set-up size: _____ (approx. length in feet)

Please list all food and non-alcoholic beverages you plan to sell, including prices (can attach menu).

Do you have any prior experience with participating in small events? If so, please provide some information below.

Please tell us a little bit about your business and why you chose to start it.

Please be sure to include the following information in your application. If sending via email, attachments must be in either .jpg or .pdf format.

- Signed Vendor Agreement
- Copy of health department license if applicable
- Picture of your set-up/truck

REMINDERS: Trucks or trailers selling food and/or beverages will not be allowed to sell alcoholic beverages. Pop up tents, electricity and any other equipment will not be available for food vendors. Generators must be used for electrical needs.

Retail Vendor Information Form

All vendors engaged in selling merchandise, such as handcrafted products (non-food and beverage) as well as those providing information, promotional items, or free services, must fill out the following information in order to participate in Franklin Savings Bank's 150th Anniversary Celebration.

Business Name: _____

Date business was founded: _____

Owner's Name: _____

Main Contact Name (If different than owner): _____

Business Address (include city, zip): _____

Phone Number: _____ **Email:** _____

Preferred Method of Contact: _____

Website: _____ **Customer of Franklin Savings Bank:** Yes _____ No _____

Business ☐ Personal ☐ **Name on Account:** _____

Facility Type: Temporary Tent ☐ Mobile Unit ☐

NH State Tax Permit: State permit #

Set-up size: _____ (approx. length in feet)

Please list the types of goods for sale, services or promotional giveaways.

Do you have any prior experience with participating in small events? If so, please provide some information below.

Please tell us a little bit about the founding of your business and why you chose to start it.

Please be sure to include the following information in your application. If sending via email, attachments must be in either .jpg or .pdf format.

- Signed Vendor Agreement
- Tax permit
- Picture of your pop-up

REMINDERS: Pop up tents, electricity and any other equipment will not be available for retail vendors. Generators must be used for electrical needs.