



2nd Fridays & MORE! Vendor Handbook

Hosted by Manchester Alive:
Main Street Chamber Alliance

General Information: 2nd Fridays & MORE! is sponsored by Manchester Alive: Main Street Chamber Alliance, Inc. Booths will be assigned on available spaces from Market to Mill Street. Vendors may request permission to be located at a downtown business. All booth space is outdoors. Applications are subject to 2nd Fridays & MORE! committee approval and availability. Space is limited to a first come, first serve basis.

Dates & Times:

2nd Fridays of Jun, July, Aug, 5-9P. Harvest event: Sat, Oct 5, 9A-4P.

Christmas event: Sat, Dec 7, 5-8P

Cost: Merchandise/Food Vendor - \$25*; Food Truck - \$50

Application Deadline: Due by 9 am the Friday prior to event date (7 days in advance). Late applications cannot be guaranteed site availability or marketing exposure. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection.

Set-up/Tear Down: Vendors must be present at their booth for the entire event. Set up for 2nd Friday events begins at 3 pm and must be completed by 5 pm. No booth can be torn down before 9 pm. Tear down must be completed by 10 pm. Set up times for other events will be provided when available. Vendor shall be liable for delivery, handling, assembly and removal of his/her own displays and materials. All displays, merchandise and equipment must be contained within the assigned booth space. Vendor agrees to exercise the utmost care in the use of the facilities and properties at 2nd Fridays & MORE! Manchester Alive: Main Street Chamber Alliance, Inc. shall not be responsible for storage or safekeeping of property.

Booth Spaces: Booth locations will be assigned by 2nd Fridays & MORE! committee at its sole discretion. Booths will be assigned on available spaces from Market to Mill Street. All booth space is outdoors. Booth spaces are 10x10. Vendors may request permission to be located at a downtown business. Electricity may be available at limited locations. Availability on a first come/first served basis. All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety must be strictly obeyed. Vendor will be required to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Vendors are responsible for legal sales and collection of proper sales tax.

Vendor Booth Fee*:

- Each 10x10 booth costs \$25.
- Fees waived for investors of Manchester Alive who wish to have a booth and do not need utility service.

Food Truck Vendors: Booth spaces cost \$50 each. If your set -up needs more than the allotted 15x15' spot it is the vendors responsibility to notify the 2nd Friday's team as well as pay the fee of \$25 per additional space. Accomodations for additional space will not be available on day of event, nor will refunds be provided. Anyone selling food is required to pay for a health permit from the W. C. Health Department. Food Truck Vendors will be assigned to a space based on utility needs.

Insurance: Vendors must provide the Manchester Alive: Main Street Chamber Alliance with a Certificate of Insurance, naming Manchester Alive as an additional insured party. The 2nd Fridays & MORE! committee assumes no risk and, by acceptance of this agreement, the Vendor expressly releases 2nd Fridays & MORE!, Manchester Alive: Main Street Chamber Alliance, and the Town of North Manchester and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Vendor, and agrees to hold and save the 2nd Fridays & MORE! committee and all of its representatives harmless of any loss or damage by reason thereof.

Refund: There are no refunds, rain checks or extended show dates due to inclement weather. 2nd Fridays & MORE! will not be liable for refunds for any other causes beyond 2nd Fridays & MORE! control.

No Show: If vendors no show/cancel the day of the event they will be required to pay in advance for any future event. We have a limited number of spots available and want to make sure they stay filled.

Rich Mofield, Wabash County Health Department
89 W Hill St Wabash, IN 46992
(260) 563-0661 x 1249
Fax: (260) 563-6082
Office Hours: 8:00 a.m. - 4:00 p.m. Monday-Friday
Website: health.wabashcounty85.us

Contact:

2nd Fridays & MORE!

Abby Campbell

574-549-8282

2ndfridaysnm@gmail.com

2nd Fridays & MORE! Vendor Application

Application Deadline: Due by 9 am the Friday prior to 2nd Fridays & MORE! Event (i.e. 7 days in advance). Late applications cannot be guaranteed marketing exposure. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection. All 2nd Fridays & MORE! Vendor Applications are subject to 2nd Fridays & MORE committee approval and availability. Space is limited to a first come, first serve basis.

****Please type or print clearly****

Vendor Information:

Name: _____

Booth Name: _____

Address: City, State, Zip: _____

Phone: _____ Email: _____

Description of booth: _____

Indicate Month(s):

June 14, 5-9P July 12, 5-9P Aug 9, 5-9P

SAT, Oct, 5, 9A-4P SAT, Dec 7, 5-8P

Payment:

Single Booth (NO utility) (10'x10') @ \$25.00 x # _____ of months TOTAL \$ _____

____ Manchester Alive Investor

Food Vendor Booth (WITH utility) (10'x10') @ \$25.00 x # _____ of months TOTAL \$ _____

Food Truck Booth (15'x15') @ \$50 x # _____ of months + additional spaces @ \$25 x # _____

TOTAL \$ _____

FOOD VENDORS:

ELECTRICITY ____ YES ____ NO WATER ____ YES ____ NO

Utility Needs:

Electric ____ 110v – w/ 1 plug in (15 amp-ground)

Electric ____ 30amp/220v (LIMITED) ____ 60amp/ 220v

PLEASE INVOICE ME ____ PAYING BY: CHECK ____ CASH ____ ONLINE ____

Make checks payable to: Manchester Alive

By signing below, I accept the terms of the 2nd Fridays & MORE! Vendor Handbook.

Signature: _____ Date: _____