



2024

Main Street - Douglas, MA  
October 5, 2023 9:00am - 4:00pm

**Vendor Application**

**Rain or Shine**

The cost of a 100 sq. ft. space is discounted to \$70.00 per space if paid (or postmarked) by August 15, Applications received after this date will be \$100.00 per space. To ensure more of public access to your site, all vendors will be on the street, plan accordingly. All applications are considered on a first come, first served basis. All vendors are selected by the committee and selections are made in the best interest of the event. The Douglas Oktoberfest does not allow multi-level marketing (MLM) vendors. No MLM vendors will be accepted. **All decisions of the committee are final.** Vendor Fees are not refundable. Electricity is \$15.00 extra. Electric sites are limited – Please See Rules. Set up is between 6:00 am - 8:30 am. **ONLY!** All vehicles will have to be moved by 8:30, **no exceptions.** The surrounding streets, Depot-Pleasant and Main Street will be closed to traffic for safety reasons. **Removal or dismantling of site between 8:30am - 4:00 pm is not permitted,** please plan accordingly. Vendors will supply their own tables, chairs, and displays or anything else needed for setting up their site. All Items to be sold are subject to approval of the Douglas Festival Committee, up to and including the day of the event. Check **2024 Rules and Regulations** for Banned Items. **Because of entertainment going on all day, it is requested that no vendor have a radio or any other sound producing equipment in use. All food vendors must return this application with who is, and what they are serving noted, Food vendors must provide a copy of "serve-safe" certificate, a completed BOH Form, and a separate check for \$35.00 made out to the Town of Douglas with this application. Some exceptions apply, please see *Octoberfest Rules & Regulations* for more information. Please contact us or the Douglas Board of health if you have any questions concerning certifications or Board of Health requirements. Vendors **MUST** list everything you plan on offering to the public, **EVERYTHING** must be listed on your vendor form for insurance liability and to help eliminate duplications of other vendors. Our committee has the right to request removal of any items not listed on your vendor form. Please Note: ALL RAFFLES REQUIRE A PERMIT FROM THE DOUGLAS TOWN CLERK. YOU MUST ATTACH A COPY OF THE RAFFLE PERMIT WITH THIS APPLICATION IF YOU PLAN ON RUNNING A RAFFLE. THERE IS NO EXCEPTION. The rules listed here are summarized and not all inclusive. Please read *Octoberfest 2024 Rules & Regulations* supplied with this application and be sure to keep a copy of these documents for your records.**

**YOU MUST check in at the administration tent next to the ticket booth on the day of the event by 8:00am or risk losing your site.** Make checks payable to THE DOUGLAS FESTIVAL COMMITTEE and send completed form to: Douglas Festival Committee, 29 Depot St Douglas, MA 01516. Checks for the Board of health should be made payable to the Town of Douglas, and sent with this application.

**All vendors must consent to and sign this release statement.**

I, the undersigned, do hereby consent to my participation in Oktoberfest in the town of Douglas. I also agree to forever release the Town of Douglas and all its employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in Oktoberfest (hereafter called the organizers) from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Octoberfest event. I also promise, to indemnify, defend, and hold harmless the organizers against any and all legal claims and proceedings of any description that may have been asserted in the past or may be asserted in the future, directly or indirectly, arising from personal injuries to myself, a third party or property damage resulting from my participation in Oktoberfest. I further affirm that I have read this Consent and Release Statement and that I understand its contents and purpose. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town of Douglas Oktoberfest with full knowledge that the organizers will not be liable to anyone for personal injuries and/or damages that I may suffer in participating in Oktoberfest event or its activities.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature of any other participant/s \_\_\_\_\_

**Please complete the information below:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

NO. OF SPACES \_\_\_\_\_ TENT/Awning \_\_\_\_\_ Size **10'x10' ONLY** ELECTRIC \_\_\_\_\_  
(If using an awning or Tent you **MUST** provide your own stabilization materials.) (ELECTRIC – You must Read Item 7, Rules & Regulations)

VENDOR/CRAFT \_\_\_\_\_  
(You **MUST** List everything you plan to Sell, Give Away, raffle off, or any Promotions you plan on doing. Attach additional sheets if needed)

**FOOD** – list who is & what you are serving. Do you have “serve-safe” certification **YES or NO (circle)**

All food vendors must complete a Douglas Board of Health Application (see Rules & Regulations for instructions)

**PLEASE NOTE: This application will NOT be accepted or processed unless accompanied by full payment of the site fee. NO EXEPTIONS**

# Douglas Festival Committee

29 Depot Street, Douglas, MA 01516

## Oktoberfest has Grown – Please Review new Safety Rules Carefully

### OKTOBERFEST 2024 RULES AND REGULATIONS

1. The cost of space is discounted to \$70 for a 100 sq. ft. space if the application and fee is received by August 15, Applications received after that date will be charged \$100.00. This event is rain or shine, fees are not refundable. Special considerations may be made for refunds or future credit for registered vendors if the event is cancelled by the Committee due Pandemic or other circumstance.
2. All vendors will be located on the street. With certain exceptions on Pleasant Street, vendors are not allowed a vehicle or trailer or truck as part of the site setup. Vendors are also not allowed to use the sidewalk as part of their site and they must not obstruct foot traffic to local businesses.
3. Main Street will close to thru-traffic at 6:00am. All Vendors needing to enter the festival area to set up their site will be re-directed to the festival entrance at the COOK STREET Barricade. Vendors will need to display their Vendor Placard to the officer on duty to be allowed entrance with a vehicle to set up.
4. Vendors will receive a Vendor Packet by email approximately 7-10 days prior to the event which will include additional setup instructions, site location, and a **Vendor Placard** which vendors will need to display to detail officers to gain entry. Site locations are assigned on a first-come, first served basis.
5. **ALL Crafters/Vendors must check be checked-in at the Administration Tent by 8:00am.** Vehicles will be allowed to unload beginning 6:00-8:00 am. Those not checked in by 8:00am may forfeit their space without refund. ALL vehicles must be removed from the festival area immediately after dropping off their all-display materials at curbside. Vendors are not allowed to begin site setup until their vehicle is removed. There are to be no unattended vehicles in the festival area. Vendor sites must be set up and all vehicles removed from the area no later than 8:30 am. All surrounding streets, Depot, Pleasant & Main streets are restricted to pedestrians only. No vendor parking will be allowed on these streets. No Vehicles will be permitted back at your site until end of event at 4:00 pm. Vendor parking is available at the Municipal Building lot on Depot Street and at the Elementary School on Gleason Court. There are **NO EXCEPTIONS** to these policies.
6. **Early departure or removal of items from vendor sites are prohibited.** The event draws thousands of patrons from all over the Blackstone Valley area. Try to bring enough stock so that you do not sell out early. Packing up your site early is disruptive to other vendors around you and will not be allowed.
7. Vendors using awnings and pop-ups will be required to provide enough leg-weights to safely anchor the unit. Only 10'x10' size units are allowed. You will be setup on pavement so no stakes are allowed. Canopies and Pop-ups are required to comply with all applicable safety and fire codes. Most commercially available units meet these criteria. You are required to list these items in the space provided on your vendor form or you will not be allowed to use them.
8. Vendors /Crafters will be responsible for bringing their own trash bags and cleaning their area, during and after the event. Please remove all trash and leave your area as you found it. We supply only your site space, please bring your own tables and chairs or anything else needed for your set up. Attention smokers, smoking will not be permitted on the sites, to ensure the comfort and safety of others. Be respectful, do not throw your cigarette butts on the ground.
9. **Electricity** is available at a limited number of sites for an additional \$15 per site. **15amp Max. per vendor.** No space heaters or air conditioners are allowed. Electric sites are very limited and will be assigned at the discretion of the committee. **Each vendor MUST Supply their own 100ft extension cord (rated for 20amps), tagged with their name on the Plug End.** Cords not identified with tags will be removed from Power Panels without notice. **Warning!** If you trip a circuit breaker more than twice your cord will permanently removed from the source without notice or refund. Do not overload the circuit!

Note: All electric users will be required to have an ABC rated fire extinguisher available at all times during the event.

10. The Douglas Oktoberfest is a very popular event, vendor space is limited. All vendors are selected on a first come, first served basis. All vendors are considered and are selected in the best interest of the event. The Douglas Oktoberfest does not allow multi-level marketing (MLM) vendors. No MLM vendors will be accepted. All decisions made by the committee are final. We will notify you of your acceptance as a vendor as soon as we can. **No vendor application will be accepted without proper fees paid in full when the application is submitted. Telephone or Emailed applications without prior payment are not sufficient to reserve a vendor site. There are no Exceptions.**

# *Douglas Festival Committee*

*29 Depot Street, Douglas, MA 01516*

## **Oktoberfest has Grown – Please Review new Safety Rules Carefully**

### **OKTOBERFEST 2024 RULES AND REGULATIONS**

11. Vendors must list everything they are selling, giving away, or offering to the public. EVERYTHING you are offering needs to be noted on their application form for insurance & liability purposes, to eliminate duplications, and in fairness to other vendors. The Committee reserves the right to order the removal of any items not listed in advance on your vendor form. All vendors must display their Massachusetts Sales and Use Tax registration certificate, if applicable. All Raffles require permits that can be obtained from the Douglas Town Clerks Office
  
12. *The following items are banned by the discretion of committee and will not be permitted so do not bring them:*
  - No illegal, banned, or controversial items will be allowed.
  - Silly string, bomber snappers, sprays, hair dyes, or paints.
  - Cap guns, stink or smoke bombs, fireworks or sparkers
  - Knives, Swords, or messy, annoying, or dangerous items.
  - No PA, loud sound or music systems at sites are allowed.
  - No nudity, pornographic, or offensive items are allowed.
  
13. **Food Vendors: ALL food vendors MUST complete a Douglas Board of Health Permit application.** This form is available for download on our website, or by contacting us by email at: [vendors.DouglasOktoberfest@gmail.com](mailto:vendors.DouglasOktoberfest@gmail.com) BOH permit fees are as follows: Douglas-Nonprofit groups – Free. ALL OTHERS will be required to include an additional check made out to: Town of Douglas for \$35.00 and included along with the completed BOH form. These MUST be included with your Oktoberfest Vendor Application and sent to the Douglas Festival Committee with a copy of your Serve-Safe & Allergen certificates.
  - **Note: All vendors using heat sources (including propane and electric) are required by the Douglas Fire Dept to have an ABC type Fire Extinguisher available at all times during the festival.**



**TOWN OF DOUGLAS  
BOARD OF HEALTH  
29 DEPOT STREET  
DOUGLAS, MA 01516**

**(508) 476-4000 x. 252**  
kharris@douglas-ma.gov

**508-476-0023 FAX  
508-476-1619 TTY**

**APPLICATION FOR A ONE-DAY FOOD SERVICE PERMIT FOR OCTOBERFEST**

DATE: \_\_\_\_\_ FEE: \$35.00 (Payable to the Town of Douglas)

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

DO YOU HAVE A MOBILE UNIT: \_\_\_\_\_

WHO IN YOUR ORGANIZATION HOLDS THE SERVSAFE AND ALLERGEN AWARENESS CERTIFICATIONS?

\_\_\_\_\_

A COPY OF THESE CERTIFICATIONS **MUST** BE SUBMITTED WITH THIS APPLICATION AND THAT PERSON MUST BE ON SITE FOR THE FOOD PREPARATION AND DURING THE TIME THE FOOD IS BEING SERVED.

HOW IS THIS FOOD TO BE PREPARED? \_\_\_\_\_

WHERE WILL THE FOOD BE PREPARED? \_\_\_\_\_

HAS THIS SITE BEEN APPROVED BY THE BOARD OF HEALTH? \_\_\_\_\_

ONE DAY FOOD PERMIT - OCTOBERFEST  
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PLEASE LIST THE ITEMS YOU ARE SELLING AND A DESCRIPTION OF THE MEANS OF PREPARATION. PLEASE INCLUDE HOW ITEMS WILL BE KEPT HOT/COLD. WILL DISPOSABLE PAPER GOODS BE USED FOR SERVING? Be as detailed as possible.

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\_\_\_\_\_  
Signature of Applicant

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for Town of Douglas use only

Date approved by the Octoberfest Committee: \_\_\_\_\_

\_\_\_\_\_  
Octoberfest Committee Authorized Signature

REVISED 2/23/23 for Octoberfest