



Fairhaven Office of Tourism
 141 Main Street, Fairhaven, MA 02719
 508-979-4085
FairhavenTours@fairhaven-ma.gov

VENDOR APPLICATION FORM

Name: _____

“Business Name” to be listed: _____

Address: _____

Email: _____

Phone: _____

Category: Arts, crafts, photography Antiques, vintage collectibles Local author books
 Whole fresh farm produce, plants Prepared foods (electric needed?)

Note: arts/crafts items and antiques/collectibles items may not be mixed in the same booth. A vendor with selling both categories would need two separate booth spaces.

Description of products sold: _____

The vendor donations to the Tourism Gift Account help cover the costs of the marketplace.

Frequency: **Week** (\$20/wk) You may choose any week(s) listed below.

Full Season, June 1-Sept. 14 (\$150) **Full Season plus Harvest Fun Day**, June 1-Sept. 21 (\$170)

Half season (any nine weeks, Harvest Fun Day may be one of the nine) (\$100)

If weekly or Half Season, circle the weeks you wish to set up. NOTE: You may select one week to start and then add additional weeks during the season. In that case, you should notify the Marketplace by the Monday prior to the Saturday you wish to set up.

Dates for 2019 June 1 8 15 22 29 July 6 13 20 27
August 3 10 17 24 31 Sept. 7 14 21*

* September 21 is Harvest Fun Day, a larger annual event at the same location.

Checks may be made out to “**Town of Fairhaven**” and the memo line should read “**Tourism Gift Account.**” They may be mailed or dropped off at Fairhaven Office of Tourism, 141 Main Street, Fairhaven, MA 02710.

GUIDELINES & RULES

The following guideline, must be followed for the categories of items sold. If there are any questions about what can or cannot be sold or any other guidelines, please call the Office of Tourism at 508-979-4085 or email FairhavenTours@fairhaven-ma.gov.

Days: The Huttleston Marketplace is held **Saturdays** from The beginning of June through the third Saturday in September. **The last marketplace date is the annual Harvest Fun Day.**

Weather: This is an outdoor marketplace and is held rain or shine. Vendors shall decide individually whether or not they wish to set up in the event of rain. There are no refunds of fees due to inclement weather.

Booth Space: Booth spaces are about 11'x11' to accommodate a 10'x10' canopy. Vendors must supply their own tables, chairs, canopies, tents or umbrellas. **Canopies, etc., must be weighted or staked to prevent them from blowing.** A map and booth numbers will be emailed to vendors each week.

Set Up and Take Down: The Marketplace is open to the public from 10:00 a.m. until 4:00 p.m. Set up may begin after 8:00 a.m. and should be complete by 9:45 a.m. Booths must remain up until 4:00 p.m.

Parking: Vendors may park in the lot close to the marketplace or in the front driveway of Fairhaven High School to unload, **but should then move their vehicles further away for the day** in order to allow the public to park in the near lot.

The Huttleston Marketplace does not accept vendors who are agents, representatives, or consultants for commercially produced, direct sales/multi-level marketing products (such as Silpada, Young Living, Tupperware, Lularoe, Tastefully Simple, etc.)

General guidelines for all vendors: Payment for booth space must be made before the booth is set up. Location of booth space is at the discretion of the Office of Tourism and vendors may be in different locations from week to week. (In certain cases, special needs will be accommodated.) Booths should be set up before the opening time and should be kept up until the closing time. Each booth should be staffed by at least one person, except for brief periods of time needed for bathroom breaks, etc. All items to be sold should be priced clearly with a sticker or attached tag, or in the case of multiple items being sold at the same price, with a sign. **Smoking and/or consumption of alcoholic beverages is not allowed anywhere on the property.**

Failure to abide by these guidelines or the additional guideline list below may result in being asked to remove products from the booth or being asked to close the booth entirely. Repeat offenders will not be allowed to set up at the marketplace in the future. There is limited availability of electricity, which is only provided to food vendors needing to use heating or cooling equipment.

Liability/Responsibility: Vendors are responsible for the security of their booths, products and equipment. The Town of Fairhaven shall not be liable for theft or damage to vendors' property. Vendors are responsible for the collection of sales tax as required by the MA Department of Revenue. (Note: Exempt from MA sales tax are sales of **food for human consumption** (other than meals sold by a restaurant) and **clothing costing \$175 or less**. For clothing items that cost more than \$175, sales tax is only due on the amount over \$175 per item.)

Antiques (50+ years old) and Vintage Collectibles (25+ years old) should have value to a collector and should not be common used items of the flea market, garage sale, or knick-knack nature. Items are not allowed if they can be currently purchased at gift shops or department stores, or are currently manufactured as "collectors' items." Items should not be severely damaged or dirty. Old wood should be free of wood boring insects. Mechanical or electrical items that do not operate properly must be so noted on a label or tag.

No reproductions, counterfeit, bootleg, or “knock-off” items allowed. Antiques/collectibles booths may not also display new art/crafts items. To sell both, two separate booth spaces are required. Antiques/collectibles booths may sell used books and magazines of any age.

Arts & Crafts should be made, assembled, or decorated in New England with the exception of photographic or art prints which should be the work of local artists but may be printed outside of New England. Artists and photographers may sell prints, cards, calendars, books, etc. that feature their own work. Works from more than one artist or craftsperson may be mixed in a booth. See additional note on clothing below. Arts and crafts booths may not also sell antiques/collectibles. To sell both, two separate booth spaces are required.

Clothing must be New England made (sewn, knitted, crocheted, woven) or be locally decorated (painted, embroidered, appliqued, beaded, tie died, etc.) OR may be imprinted with an original design that is the work of the seller or relates to a southeastern Massachusetts community (T-shirts, sweatshirts, etc.) Vendors will be asked to stop selling clothing that does not meet these requirements.

Used Books and Magazines/Local authors of any age may be sold either in an antiques/collectibles booth or in a separate booth exclusively selling used books and magazines. Local authors may sell new books that they have written and more than one author may share a booth.

Food Sales are allowed in a booth as follows: Fresh, whole, raw, uncut produce that is locally grown may be sold without a temporary food vendor permit. Sale of prepared or packaged foods may require a permit from the Fairhaven Board of Health. **Except for fresh, whole, raw, uncut produce, vendors must check in advance with the Town’s Health Agent** by calling 508-979-4023, Ext. 125 or visiting Fairhaven Town Hall. A Health Inspector will be on site at set-up time. Commercially manufactured food products, herbs, teas, etc., that are not packaged or prepared in Southeastern Massachusetts or nearby Rhode Island are not allowed. Please check with the Office of Tourism about any products that you have questions about. There is limited availability of electricity for food preparation that requires heating or cooling. Vendors must specify in advance if they will need electricity.

UPDATED: 12/6/2018

The Huttleston Marketplace is operated by the Town of Fairhaven Office of Tourism.

Contact: Christopher Richard, Director of Tourism, 508-979-4085, FairhavenTours@fairhaven-ma.gov

Mailing Address: Fairhaven Office of Tourism, 141 Main St., Fairhaven, MA 02719