



# Plymouth Waterfront Festival

**August 27, 2022**

**(10:00 a.m. – 6:00 p.m.)**

*(Rain date August 28, 2022)*

## Exhibitor Reservation Form

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Please review the information below carefully and contact the PACC with any questions regarding the **2022 Plymouth Waterfront Festival**. Please make sure to complete all pages of the **Exhibitor Reservation Form**, incomplete forms will **not** be processed.

Forms must be mailed or delivered in person to the Plymouth Area Chamber of Commerce Office, 100 Armstrong Road, Suite 204 - Plymouth MA 02360 by July 30, 2021. **Emailed and faxed applications will not be accepted. Payment IN FULL must be made at time of reservation (no exceptions).**

### \*EXHIBITOR INFORMATION \*

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### \* PAYMENT INFORMATION \*

\_\_\_\_\_ Check (Made payable to: Plymouth Area Chamber of Commerce) \$ \_\_\_\_\_ Amount Enclosed

\_\_\_\_\_ Credit Card (Please circle: AMEX Visa MasterCard Discover)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV (3 digit code) \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

**\*Please note our new address to mail forms & payment to\*:  
Plymouth Area Chamber of Commerce, 100 Armstrong Road, Suite 204  
Plymouth, MA 02360**

**\* EVENT INFORMATION & PRICING \***

**Festival Times: Saturday, August 27, 2022 10:00 a.m. – 6:00 p.m.**

**Exhibitor Space Dimensions & Price:**

**Two booth maximum, please specify number of spaces**

- Standard Space (Crafters & Artisans): 10' x 10' - \$400
- PACC Member Space 10' x 10' - \$300
- Non-Member Standard Corporate Space 10' x 10' - \$600
- Corner Space: Add \$100 to booth price

*\* There are a limited number of corner spaces available and will be given on a first come, first serve basis.*

Please choose top two "Zone" selections (reference map on page 6): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Detailed information for participating exhibitors will be e-mailed prior to the Festival. **Exhibitors must provide their own flame retardant tents or cover.**

**Will you be reserving a hotel accommodation in the Plymouth Area? YES or NO**

(We ask to assess the impact on the town’s tourism from this festival.)

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**\* TAX INFORMATION \***

**SALES TAX:** Each Exhibitor will be responsible for collecting sales tax as required by the Commonwealth of Massachusetts. You **MUST** include your MA Tax ID # or Social Security # on this Reservation Form. Failure to provide this information at time of reservation forfeits Exhibitor’s admittance into the **2022 Plymouth Waterfront Festival**. *Please be advised that the MA Department of Revenue requests lists of ALL vendors from the Plymouth Area Chamber of Commerce.*

**MA Tax ID # \_\_\_\_\_ or Social Security # \_\_\_\_\_**

**\*\* POLICIES AND REGULATIONS BELOW PERTAIN TO ALL EXHIBITORS \*\*****General Terms & Conditions**

These regulations are part of your contract with the Plymouth Waterfront Festival and the Plymouth Area Chamber of Commerce. Please read the terms and conditions carefully before signing. We will not contact Exhibitors with incomplete documents. Failure to comply with these policies will be an automatic rejection from this year's festival. You will not be able to reapply until next year. **All pages must be initialed/signed, dated and returned. This will constitute acceptance of our written contract.**

The PACC assumes no responsibility whatsoever for any property placed on the Plymouth Waterfront Festival grounds including the arts and crafts fair area as well as surrounding property. Exhibitor, unless otherwise prohibited by law, hereby releases said corporation, its agents, servants, and employees, and discharges them from any and all liability for any loss, injury or damage to person or property that may be sustained while at or as a result of said Plymouth Waterfront Festival.

**SET UP:** Exhibitor Move-In will be from 6:30 a.m. - 9:30 a.m. Exhibits must be completed 30 minutes before the Plymouth Waterfront Festival begins. Exhibitors must provide their own flame retardant cover or tent and comply with the move-in/move-out schedule, which will be sent to each Exhibitor prior to the Plymouth Waterfront Festival. No admittance of vehicles on Festival grounds will be allowed after 9:30 a.m. for any reason whatsoever. Admittance for Move-Out is scheduled from 6:00 p.m. - 8:00 p.m. or at the discretion of Festival Staff. Vehicle access to the Festival grounds will, at all times be at the discretion of Festival Staff. The PACC will forbid the installation of any exhibit not previously approved by the PACC.

**(Only one vehicle is allowed per vendor at a time during check in. Multiple cars will not be allowed to enter the festival at time of set up. ALL VEHICLES MUST BE REMOVED BY 8:00PM AS THE STREET OPENS.)**

**INVENTORY RESTRICTIONS:** Exhibitors shall exhibit only items previously specified on the **Exhibitor Booth Inventory Form** within their spaces. No exhibitor shall sell or distribute food or beverages of any type without the express, written consent of the PACC and/or the Town of Plymouth. The sale or display of illegal items is prohibited. The PACC reserves the right to remove any such items. Other prohibited items include smoke bombs, fireworks, adult materials or items with profane or obscene wording, artwork or pictures, as well as t-shirts and other items with drug slogans. The sale of martial arts swords & knives are prohibited.

**STANDARD SPACES:** All Festival standard spaces are 10 feet x 10 feet. Exhibitor **MUST** set up between the space lines. Should exhibit be larger than 10 feet x 10 feet, an additional 10 foot x 10 foot space must be purchased. Space may not be purchased by the foot, only by whole standard space size.

**SPACE OCCUPANCY:** **All aisle space (sidewalks behind & street in front) belongs to the Plymouth Waterfront Festival; no exhibits, seating, storage of goods or advertising material is allowed to extend into this space.** The actual occupation of the space is of the essence hereof. In the event the Exhibitor shall not occupy said space within 2 hours after the Festival opening, the PACC is expressly authorized to occupy or cause said space to be occupied in such manner as may deem to be in the best interest of said Plymouth Waterfront Festival without rebate or allowance whatsoever therefore to Exhibitor and without releasing Exhibitor from any liability herein under, and the Exhibitor expressly agrees to pay the PACC in full the sum herein above set forth. **Exhibitor MUST occupy Booth Space for all hours of the Plymouth Waterfront Festival. If Exhibitor leaves early, Exhibitor forfeits participating in next year's Plymouth Waterfront Festival & will be subject to a \$100 Early Breakdown Penalty Fee.**

**SPACE ASSIGNMENTS:** All spaces are allocated on a pre-paid, pre-assigned basis only. Exhibitor shall not, without prior consent of the PACC, assign or sublet space, or any part thereof, or remove its display before official closing of said Festival. **Exhibitors are NOT guaranteed their booth of choice or exact location. Exhibitors will be given an opportunity to select a zone in which they would like to exhibit in and the PACC will make every best effort to accommodate that. Zones are selected on first come first serve basis. The PACC CANNOT guarantee you will not be next to a exhibitor selling similar &/or types of goods. There will be a \$100 Penalty Charge if an Exhibitor Booth Space is moved during the Festival without permission from Festival Staff. The PACC has the right to expel any Exhibitor who does not comply.**

**CANCELLATION POLICY:** If cancellation BY EXHIBITOR occurs within 30 days of the Plymouth Waterfront Festival, the entire amount paid to date to the PACC by the exhibitor shall be retained by the PACC. If cancellation made by the exhibitor, occurs before the aforementioned 30 day period, the PACC will retain 50% of the entire amount paid to date to the PACC. The retained amount shall be liquidated damages for the direct and indirect costs incurred by the PACC for organizing, setting up and providing space for exhibitor's withdrawal including reletting the space. All cancellations must be in writing.

This is a rain or shine event. If the Festival is cancelled (*including Rain Date of August 28, 2022*) at any time due to nature or other Act of God, no refund will be issued. A Rain Date of August 28, 2022 is reserved if necessary, all registered exhibitors are required to exhibit on the Rain Date if Rain Date is used.

- Exhibitors will be notified of event changes due to nature/Act of God via email. Updates will also be posted on the Festival website [www.plymouthwaterfrontfestival.com](http://www.plymouthwaterfrontfestival.com). Exhibitors will not be notified by phone.
- Should exhibitors receive no email update or no website updates, the event will proceed as scheduled.
- Should exhibitor choose not to occupy their space for any reason, but Festival activities are still taking place, no refund will be issued. Should exhibitor or representative of exhibiting company be unable to attend the Festival for any reason, exhibitor is still liable for payment and no future credit or refund will be given.

**CHARACTER OF EXHIBITS:** All exhibits must be designed, constructed, and operated in good taste and in accordance with the best interest of the Plymouth Waterfront Festival which the PACC in its sole discretion shall have the right to decide. The PACC will prohibit the installation and operation of any exhibits not meeting its approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the Plymouth Waterfront Festival.

**ELECTRICITY:** There is no electrical access at the Plymouth Waterfront Festival. The use of generators and converters will be reviewed on a limited case by case basis by the PACC. Any and all generators and converters MUST be inspected by the Plymouth Fire Department which must be contacted in advance at 508-830-4213. Failure to do so will forfeit your space at the festival.

**PARKING ON FESTIVAL GROUNDS: Parking on Festival grounds is prohibited!** Exhibitor vehicles parked in these areas will be towed at owner's expense and exhibitor will be prohibited from participating in any Plymouth Waterfront Festival. Exhibitors with State issued Handicap Parking Passes/License Plates will be allowed pre-designated parking space on Festival grounds, to be determined by Festival Staff.

**EXHIBITOR PARKING LOT:** Exhibitors will be assigned to a pre-designated Exhibitor Only Parking Lot during Festival hours. (ONE) Exhibitor Parking Pass and directions for this lot will be provided at Check-In. Pass must be displayed on the dash of the exhibitor vehicle at all times. Replacement passes and additional passes will not be issued. Only one exhibitor parking pass will be given per space purchased. For additional parking lots visit [www.parkplymouth.com](http://www.parkplymouth.com)

**CLEANLINESS:** Exhibits must be kept clean and in good order by Exhibitor and ready 30 minutes before the start of the





**Absolutely NO PARKING on Water Street**  
 at any time during the Downtown Plymouth Waterfront Festival.

-  Crafter Booths
-  Food Vendors/Trucks
-  Lawn Spaces
-  FIRST AID
-  RESTROOMS
-  ENTERTAINMENT STAGE
-  ROAD CLOSED TO THROUGH TRAFFIC