



# Chalk It Up Festival

## 2024

### *Vendor Registration Form*

#### **Event Details:**

- Location: Middleboro Town Hall, 10 Nickerson Ave, Middleboro, MA 02346
- Date: Saturday, May 18, 2024 (Rain date Sunday, May 19, 2024)
- Vendor registration fee is \$50.00 per 10'x10' booth for vendors. ALL PROCEEDS GO TO THE HEART IN ART, A NONPROFIT 501.(c)(3)

#### **To register as a vendor:**

- Complete the Vendor Registration Form.
  - Register via our website
    - Go to <https://theheartinart.org> and go to **EVENTS** to register for the event. It is located under **Chalk it Up Festival**. Submit your online payment and registration.
  - Submit this paper registration form. If you snail mail your payment, please include this vendor registration form.
- Pay for your vendor spot.
  - Payment must be received 30 days before the event or you will forfeit your spot for the event. Vendor registration fee is \$50.00 per 10'x10' booth for vendors. ALL PROCEEDS GO TO THE HEART IN ART, A NONPROFIT 501.(c)(3)
  - Payment Options:
    - Checks payable to The Heart In Art or THIA
    - Venmo at @Melissa-Oddi-Morrison
    - On our website via credit card or PayPal with a slight processing fee.
  - If you choose to pay online, be sure to submit the online vendor registration form.
  - If you snail mail us your payment, please include this vendor registration form.

#### **Please NOTE:**

- Reservations will not be confirmed without payment and are non-refundable if the vendor cancels.
- Fees will not be refunded in the event of inclement weather or if a vendor drops out of the event.
- Our rain date is always the day after the Festival.

## Vendor Information (please complete)

Name:	
Phone:	
Email:	
Please add your address for any of these social media outlets you use so we can tag you in our event posts.	
TikTok:	
Instagram:	
Facebook:	
X (formerly Twitter):	
Snapchat:	
Please describe the products or offerings at your booth during the event.	
<i>Please send color photos of the products you plan to sell to us via Facebook Messenger @theheartinartmiddleboro</i>	

## Vendor Terms and Conditions:

- Vendors must bring their own tables and chairs. Tables can be no more than 10x10 in size for the lawn. We recommend tables have floor length fabric or covers.
- Vendors may check in 2 HOURS PRIOR. (Please do not arrive any earlier.)
- Vendors may unload on North Main St. or Nickerson Ave. We are using some of the parking lot for chalking, but there will be room for cars to park in the lot.
- Vendors will not be permitted to break down and leave the event earlier than the ending time. Several vendors sold out at last May's event and spent their time passing their business cards and taking orders to mail.
- Everyone (but the sound company) working at the event is a volunteer.
- We have student volunteer interns who help you load in and load out. These teenagers are members of the National Honor Society, Student council, and local student groups. They are volunteering for community service hours. We offer thanks by extending tips to

the volunteers. Karen collects the tips for the students during the Festival and disperses them at the end.

- Vendors are strongly encouraged to promote the event on social media. There is a Save the Date posted now on our vendor page with the poster image.
- Vendors who do not promote the event on their social media pages will likely not be invited back to future events. PLEASE JOIN OUR FB PAGE “VENDORS FOR THE CHALK IT UP FESTIVAL”
- Food vendors must communicate with the Middleboro Board of Health 30 days prior to the event to receive a permit.
  - The permit is a Temporary One Day Permit for \$25.00. The forms are also online.
  - Contact the Middleborough Health Department at:
    - Website: <https://www.middleboroughma.gov/179/Health-Department>
    - Address: 20 Center Street, Middleborough, MA 02546
    - Phone: 508-946-2408
    - Fax: 508-946-2321
- Payment must be received 30 days before the event or you will forfeit your spot for the event. ALL PROCEEDS GO TO THE HEART IN ART, A NONPROFIT 501.(c)(3)
- We do not reimburse for heat, rain, or snow.
- THE TOWN HALL VENUE IS ON A SUNNY LAWN. IF YOUR PRODUCTS NEED SHADE PURCHASE OR CONSTRUCT TENT FLAPS.
- Make sure your booth does not spill over beyond your 10'x10' lawn area or your designated Dspace in the mall into your neighboring booths. Vendors who don't respect the boundaries of the booth may be asked to leave. The booths are perfectly measured out.
- There is no electricity for vendors on the lawn. Bring battery operated lights if needed.
- We do not move vendor booths once numbers have been assigned. These maps are on file at the Fire Station and Board of Health. We don't move any booths once we post the show map.

## **Vendor Acknowledgement and Signature**

I agree to the Terms and Conditions in this Vendor Registration Form. I release The Heart in Art, A Non-Profit 501.(c)(3) from any responsibility for theft, damage or loss.

Signature :

Date: