



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, Sept, 5-9P. **Harvest event:** Sat, Oct 7, 2-6P.

Christmas event: 1st Friday, Dec 1, 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.**
- Booth costs for Food Vendors (those selling food at a table and needing utility services) is \$25.

Food Truck Vendors: Booth spaces cost \$50. 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.

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!

Sebrena Cline, Team Lead

260-578-1398

2ndfridaysnm@gmail.com

Manchester Alive

Heather Cruz, Exec Director

109 N. Market Street

(260)982-7644

office@manchesteralive.org

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 9, 5-9P July 14, 5-9P Aug 11, 5-9P Sept 8, 5-9P SAT, Oct, 7, 10A-6P Fri, Dec 1, 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 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: _____