



2020 VENDOR APPLICATION

3RD Thursday celebrates its 14th season as the Berkshire's largest outdoor street festival held on North Street in Downtown Pittsfield. The Office of Cultural Development for the City of Pittsfield creates theme focused family friendly events each third Thursday of the month from May thru September, 5-8pm including theatre, dance, fitness, music, food and all things Berkshire in a half mile stretch of the Upstreet Cultural District.

BOOTHS/FEES

Booth space is 10 feet x 10 feet. The fee is \$70 per month or \$300 for a full season (5 months) if paid in full before April 1st, 2020. Non-profit organizations will be charged \$35 per month or \$150 full season paid in full by April 1st, 2020.

Additional fees will be charged for larger spaces. Booth spaces are assigned by the 3rd Thursday Committee based on vendor product and space availability at the time of application.

Vendors securing a full season will be issued a permanent assigned location. Booth assignments will be emailed each third Monday unless other contact requests are made. Vendor sales are not guaranteed. 3rd Thursdays are held rain or shine. Vendors are responsible for bringing & setting up all booth materials needed. If a tent is used it **must** be properly weighted on all four corners. Electrical access may be provided at an extra fee of \$15 per month. Special arrangements for access must be made with the 3rd Thursday Coordinator. These spaces are limited.

SET UP/BREAK DOWN

Set-up can be no earlier than 3:30pm. Vendors must be in place by the time the road closes at 4:45pm. **NO VEHICLES OPERATED BETWEEN 4:45-8:00pm.** The event begins at 5:00pm and all vending must be cleared off the road by 7:45pm breakdown completed before 8:00pm

PERMITS

All food vendors, even those already permitted by the City of Pittsfield, must fill out the TEMPORARY FOOD SERVICE PERMIT APPLICATION, in addition to this 3rd Thursdays Application, and comply with the City of Pittsfield Health Department Code. The Temporary Food Service Application can be found online at:

http://www.cityofpittsfield.org/city_hall/health_and_inspections/docs/Temporary_Events_2016.pdf

For more information please contact the City of Pittsfield Health Department at 413-499-9411.

All food vendors using propane must receive a permit from the Pittsfield Fire Department. Apply for a permit at their headquarters located at 74 Columbus Ave. in Pittsfield. For more information about Propane Permits you may call the Fire Department at 413-448-9764.

All vendors using any form of flame (sterno, grill, propane etc.) must have their own fire extinguisher on site. Inspections for fire extinguishers and propane will take place **every 3rd Thursday**.

Alcohol may not be sold vendors.

All food vendors **must** bring their own garbage cans & liners for patron and booth use. Properly bagged garbage (garbage in securely tied, fully in tacked bags) may be left on the curb for pick up immediately following each 3rd Thursday. Vendors may not dump their booth garbage in City receptacles. Those that do not comply will be charged an extra fee of \$25 per event.

INSURANCE INFORMATION

Vendors are independent entities and are each liable for all applicable licenses and insurance.

BUSINESS NAME: _____

EMAIL ADDRESS: _____

CONTACT: _____

PHONE: _____

- MAY 21ST YOUTH _____
- JUNE 18TH HEALTH _____
- JULY 16TH DANCE _____
- AUGUST 20TH TOUCH A TRUCK _____
- SEPTEMBER 17TH WALK A MILE _____

Please contact Shiobbean Lemme at slemme@cityofpittsfield.org or call 413.499.9348 with questions.

**Mail vendor applications and payment made payable to City of Pittsfield to :
Cultural Development Office 28 Renne Avenue, Pittsfield, MA 01201**

***3rd Thursday has a no refund policy, we do not refund for weather or other circumstances. If Cultural Development cancels the event, a credit will be applied for another 3rd Thursday event.

I, the undersigned, have read and understand that I will comply with all stated rules and regulations in regards to being a vendor at the City of Pittsfield’s 3rd Thursday events.

(Signature) _____

(Date) _____