



VENDOR INFORMATION SHEET

"BE THE ARTIST AT BARTLETT" FESTIVAL

SATURDAY, SEPTEMBER 28, 2019 FROM 11 AM UNTIL 6 PM

Nuestra Comunidad CDC, 56 Warren Street, Roxbury is seeking food, snack and beverage vendors from the Roxbury Community to participate in its first, annual arts festival "Be the Artist at Bartlett".

We are seeking vendors that can provide a variety of foods and beverages, as well as treats, and art for this "family friendly" festival, at reasonable prices.

All participating vendors must provide all of the products ready to serve and also make available napkins, plates, and utensils, as required. Please be "green" in selecting these items.

All vendors must also provide tables and chairs as required. All food servers must wear gloves when serving food to customers.

All vendors must be set up and ready to serve by the opening ceremony at 11 am and may not break down tables until 6 pm.

Vendors may accept payments of cash or credit cards, using vendor credit card equipment.

Vendors will be required to clean up their own table and serving area. They will be given instruction, once approved, in where to place trash.

All interested vendors must complete the Application for Vendor form and return the document to David Bresnahan via email: dbresnahan@nuestracdc.org or Andrea Kaiser at ccstpg@verizon.net.

All applications must be submitted no later than September 5, 2019. Selected vendors will be notified by September 10 and provided with detailed information on the event.



VENDOR APPLICATION FORM

"BE THE ARTIST AT BARTLETT"

Today's Date _____

Business Name of Vendor: _____

Address of Vendor: _____

Business Owner: _____

Contact for this Festival: _____

Phone # for Contact: _____ Email for Contact: _____

Category: beverages; Food; Treats/Snacks; Art

Description of items to be sold: _____

Range of prices: _____

Will you require access to electrical power? Yes; No

What is the size of the table you will provide? _____

Are you providing a food truck rather than a table? Yes; No

How many preparers/servers will you provide? _____

Will you accept credit cards as well as cash for payment? Yes; No

Will you be removing your own trash? Yes; No