



**2019 MUSICIAN  
ARTIST  
VENDOR  
EXIBITOR  
APPLICATION FORM**



**IMAGINE MAIN STREET**

**We welcome musicians and original artists, vendors, makers, creators and exhibitors to Imagine Main Street and in living up to our mission to support arts and culture, we do not charge artists or arts-based vendors to participate. Others will be charged a \$25 vending fee (\*as noted below)**

**2019 Dates: February 2 – Imagine Inside Market, June 6, July 11, September 5 (additional dates may be added including rain dates)**

**Setup no later than 5 p.m. please, event runs from 5:30 p.m. to 8 p.m.**

**Locations: various downtown Manchester sidewalks, buildings, alcoves and alleyways – location will be sent to you one week before the date**

YES, I would like to participate at Imagine Main Street on \_\_\_\_\_

Company/Your Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Item(s) to be sold/displayed: \_\_\_\_\_

**Equipment to be used:** *(circle as appropriate)*

Mobile Cart                      Free standing set-up                      Other: \_\_\_\_\_

***Application deadline: asap to ensure you're promoted on various publications, social media and in program***

**Return by mail to:** Imagine Main Street, c/o Joyce Hodgson, Program Director  
**42 Coventry Street, Manchester, CT 06042**

**\* Non -Art Vendor Fee - \$25 - enclosed find my non-refundable fee and application – please consider doing some kind of arts activity at your table! All applications are subject to acceptance or rejection by the IMS event committee.**

**Make checks payable to: Imagine Main Street**

Please review the requirements below. **All** participants are required to be in compliance with the stated rules, regulations if they apply to you. **Thank you!**

### **Tenting & Propane Requirements per the Fire Marshal**

- Food vendors that use a cooking medium, **which is NOT attached or contained within a registered motor vehicle**, shall obtain a propane use permit
- **ALL tents** must be fire rated/certified for cooking (as indicated by a sewn-in tag with the following designation: NFPA 701)
- People may not be seated to eat food under the same tent in which food is cooked.
- Charcoal may not be used at the event for food preparation.
- Vendors/exhibitors using electrical appliances or cooking with a grill or propane must have an 18 BC rated fire extinguisher for use.
- If propane is used, it must be kept in a holder that is approved by the Fire Marshal.

### **Equipment**

- You are expected to provide all of their own equipment. (tables, chairs, tents, etc.)
- If tents are to be used, they may not be staked into the asphalt. Placement of tent is at the discretion of Imagine Main Street due to width of sidewalk.
- Running water is not available.
- Access to electricity is very limited. We will do our best to anticipate your needs, so please fill out this form completely. Musicians/vendors/exhibitors requiring electricity should contact the block captain in their area for ideas on how to make this happen. That contact person will be made clear to you upon receipt of this form, acceptance of your participation, and when we send you to the location paperwork for that particular month.

**Food: All food vendors must have a license and check in with the Manchester Health Department for approval, at (860) 647-3173.**

**Weather:** In the event of rain or forecast concerns, IMS will decide if we cancel or are able to bring as much of the activity indoors, or if a rain date will be initiated. Contact will be made with you as soon as possible and new locations determined. Please be sure to have texting or Facebook capabilities.

**Other vendors:** If you know others who would like to participate, please have them check in with us to fill out information forms. This way, we can promote you properly and anticipate the needs for space during the events. It is at the discretion of IMS volunteers to ask a vendor who did not apply to participate to leave the event. We want everyone to enjoy their time, especially our vendors, so please work with us to ensure that everyone who participates has give us their information.

### **Please sign and return with your application form:**

I agree to follow the rules and regulations of Imagine Main Street as noted on this form and if found not to be doing so will be disqualified from participating. Participation is at the will and final decision of Imagine Main Street. If you sign up, then choose not to attend for any reason, please call or text Joyce at 860-550-4584 as soon as possible. *Our committee and community are counting on you!*

Signed: \_\_\_\_\_

Contact Joyce Hodgson, IMS Program Director at [info@imaginemainstreet.com](mailto:info@imaginemainstreet.com)