



2011 VENDOR APPLICATION

YES! We want to apply to be a vendor at 3rd Thursdays in downtown Pittsfield

Organization/Business name: _____

Mailing address: _____

Contact person: _____

Phone: _____ Email: _____

- **May 19** (\$65) ___ for profit (\$35) ___ non-profit
- **June 16** (\$65) ___ for profit (\$35) ___ non-profit
- **July 21** (\$65) ___ for profit (\$35) ___ non-profit
- **August 18** (\$65) ___ for profit (\$35) ___ non-profit
- **September 15** (\$65) ___ for profit (\$35) ___ non-profit
- **October 20** (\$65) ___ for profit (\$35) ___ non-profit

OR

Full Season - Best Value! (\$300) ___ for profit (\$150) ___ non-profit

(All six 3rd Thursdays – Payments must be received by MAY 1st)

Total \$ _____ \$ _____

Please specify what you will be offering as a vendor at 3rd.Thursdays (i.e. what kind of food will you be serving, services offered, items for sale or information. Please be specific.):

Prepayment required. Checks or cash only. Checks to be made out to Downtown Pittsfield Cultural Assn & mailed to Downtown Inc., PO Box 725, Pittsfield, MA 01202 or delivered to Downtown Inc. at 75 North Street, 3rd floor. The deadline for submitting the vendor application and payment is **two weeks** before the 3rd Thursday date, any form received after the deadline will be considered for the following month. Due to high demand, vendor spaces are limited and all vendors are subject to approval by the 3rd Thursdays Committee. Preference is given to non-profit and local vendors of local made products including food, art, craft and more. If you are not selected, payment will be returned.

All vendors serving food must contact the City of Pittsfield Health Department and apply for all necessary permits (413-499-9411). Alcohol may not be sold by vendors.

All vendors using propane must be permitted and approved by the Fire Department. Apply for permit at their headquarters at 74 Columbus Ave. (413-448-9764)

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

All vendors are assigned a space of approximately 10' by 10' at a designated location to be determined by the 3rd.Thursdays Committee and vendor locations and sales are **not guaranteed**.

Vendors are responsible for bringing & setting up all booth materials needed. If a tent is used it **must** be properly weighted. **Electrical access is not provided!** 3rd Thursdays run from 5pm to 8pm. Vendors should be set-up by 4pm on the day of the event.