Massachusetts Military History Expo
Orange MA

May 20 & 21, 2017
10 am to 5 pm

Vendor Application

Thank you for your interest in joining us at the Massachusetts Military History Expo. The Massachusetts Military History Expo is an Outdoor Living history reenactment with displays and vehicles, located at the Orange Municipal Airport, in Orange Massachusetts. Averaging over 4,000 attendees over the 2 days, we draw from all New England and New York.

This family friendly 2-day celebration features vendor tables, LIVE demonstrations of historical military & cultural activities every day, musical performances, walking tours, helicopter rides and much, much more!

Please note: this is an application only; your deposit does not guarantee a booth. We will be announcing those accepted on a rolling basis beginning. Incomplete applications will not be considered. Concessions are chosen on product/services, the application and support materials, and location available.

All applications must be complete and accompanied by a 50% deposit. Applications will be reviewed, and once selections have been made, an email will be sent to you as soon as possible indicating whether or not you have been accepted. We will refund your deposit if you are not accepted.

APPLICATION DEADLINE

• The vendor application deadline is April 21, 2017. After this deadline, we will accept vendors on a rolling basis only.

DEPOSIT PAYMENT

• Applications that do not include the 50% deposit will not be reviewed. A receipt will be mailed to you once your payment is processed.

If you are accepted as a vendor:

• If you are accepted as a vendor, the balance of your booth fee is due by May 10, 2017
• If you are accepted as vendor, your deposit is non-refundable.
• If you pull out of the event after you have been accepted none of your deposit is refundable.

If you are not accepted as a vendor:

• If you are not accepted, we will refund your deposit within 2 weeks of the event.

INSURANCE REQUIREMENTS – If Applicable to you

• Massachusetts Military History Expo requires you to purchase/provide a valid public liability insurance policy with $1,000,000 minimum coverage. No application will be accepted, or considered if you fail to provide a valid certificate of insurance at the time of application.
Massachusetts Military History Expo
Orange MA
May 20 & 21, 2017
Vendor Application

Business/Vendor Name: ____________________________________ Contact: _________________________
Contact Phone: _____________________ Contact Email: __________________________________________
Address: ______________________________________ City: ______________________State: ___ Zip:_____
Vendor Website: ___________________________________________________________________________

Type of Business:  Business __  Non Profit  __  Militaria  __  Food Concession __  Other __  Specialty Foods/Farm Products __

Description of Service or Product: Please give a detailed description of your products/services (use additional pages, if necessary, and if possible, attach photos of sample items). All vendors are responsible for required inspections, e.g. health inspection, propane inspection, etc.

__________________________________________________________________________________________
__________________________________________________________________________________________

Vendor Space & Fees
(Electricity is on a first come first served basis)

Returning vendor location requests will be considered on a first come first served basis and honored whenever possible.

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Saturday or Sunday</th>
<th>Sunday or Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>15x15 1 day – No electricity</td>
<td>$65</td>
<td>$85</td>
</tr>
<tr>
<td>Indicate: Saturday or Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15x15 1 day – With electricity</td>
<td>$85</td>
<td></td>
</tr>
<tr>
<td>Indicate: Saturday or Sunday</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>15x15 Weekend – No Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15x30 1 day – No Electricity</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Indicate: Saturday or Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15x30 1 day – With Electricity</td>
<td>$175</td>
<td></td>
</tr>
<tr>
<td>Indicate: Saturday or Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15x30 Weekend – No Electricity</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>8 ft table space 1 day – No electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicate: Saturday or Sunday</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>8 ft table space Weekend – No electricity</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>(Militaria items only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primitive camping – Weekend</td>
<td>$20</td>
<td></td>
</tr>
</tbody>
</table>

Total: $ _____________    50% Deposit: _____________ (included with this application)

Food Vendors: The Expo has the right to enter into an exclusive contract with a certain vendors. No competing products may be sold. If you are interested in becoming an exclusive vendor, please contact us for more information.

In order to keep the event timeframe on track, staff and uniformed re-enactors need be able to eat and return to their duties in a timely manner. In order to do this, food vendors Must allow staff and uniformed re-enactors to bypass line for service.

I am a food vendor and I agree to allow staff and uniformed re-enactors to bypass line for service.

Food Vendor Signature: ____________________________________ Date: _____________
Release of Liability Agreement and Waiver

Massachusetts Military History Expo reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the Town of Orange, Massachusetts Military History Expo, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future.

Booths are not insured by the Town of Orange, Massachusetts Military History Expo or any sponsoring agents. Vendors must make provisions for safeguarding their goods.

Vendor must have replacement cost insurance for all personal property. Vendor assumes full liability for protecting, care and maintenance of their property.

ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

Signed: ____________________________________________ Date: ________________

Return completed application, signed waiver, proof of insurance and 50% deposit by April 21, 2017.

Mail to: History-Expo, PO Box 519, Athol MA 01331

_____ Proof of insurance
_____ 50% Deposit (check or money order made payable to History-Expo)
_____ I want to use a credit card or other, please contact me.

Should you have questions or need additional information please call 978-248-9875.
Vendor Handbook

April 21 - Vendor Application & Deposit Deadline

May 5 - Final Payment Due

May 19 - Vendor Checking Opens
           Camping Opens

May 20 - Massachusetts Military History Expo Opens at 10:00 am

General Rules & Regulations

Hours of Operations
The Expo opens Saturday morning at 10:00 am and closes at 5:00 pm on Sunday. Venders are expected to be open for business every day from 10:00 am to 5:00 pm. This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.

MA Sales Tax
It is the responsibility of the vendor to obtain proper documentation from the MA Sales Tax office.

ATM Machines
There will be an ATM machine located in the vendor area.

Set Up & Break Down
Upon arriving, vendors should check in with the Vendor Coordinator for their packets, site location and any last minute instructions. Vendor packets include vendor passes (4 per vendor), parking permits and general event information. Vendor passes are to be used solely for staffing the booth.

Set-up:
Friday: Venders are permitted to check in and set up Friday between 5:00 pm and 7:00 pm.

Saturday & Sunday: Set up on Saturday or Sunday is allowed between 6 am to 8:00 am only. Booths must be completely setup by 9:00 am.

Food Vendors: Due to logistics of food vendor setup, you are asked to check in between 6:00 -7:00 am. Due to safety issues, food vendors who arrive after 8:00 am may forfeit pre-assigned booth location and be assigned an alternate location.

Vendors are asked to unload their vehicle and then move it to the designated vendor parking area. We also ask all to be polite and keep their product and packing materials from blocking the aisles and encroaching on other’s booth spaces while setting up.

All vehicles must be removed to vendor parking by 9am.

Late Arrivals: Due to safety issues, vendors who arrivals after 9:00 am may forfeit pre-assigned booth location and be assigned an alternate location.

Break Down:
Removal of goods or dismantling any portion of exhibit or display will not be allowed during while the expo is open to the public.
No vehicles will be allowed on the Show grounds before 5pm, without the permission and escort of a show official. Vendors will have from 5-7 pm to pack up. All vendors must be off airport grounds by 7:00 pm unless camping has been approved and paid for.

- To prevent accident or injury, any vendor wishing to leave early MUST notify a show official. With permission, booths that can be packed up and “walked out” will be allowed to do so.

The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash. Vendors who do not leave their site as they found it may not be allowed to participate the following year.

Vendor exhibits, displays, campers, tents, trailers, and vehicles shall be removed from the Expo grounds No Later than 7 pm Sunday May 21, 2017.

**Tents/Pop-ups/Canopies**
All concessions must be covered and must be anchored.

**Electric Service**
Vendors who have requested and paid for electricity must provide their own heavy-duty extension cords (100 ft. minimum).

**Concession Operations**
All business must be conducted within the bounds of the concession booth.

Vendors assume full responsibility for the proper care, protection and operation of their space.

Massachusetts Military History Expo will hold vendors absolutely responsible for the conduct and acts of their employees or agents.

Microphones, amplifiers, talking machines, or any other noise making devices must keep volume low enough so as not to interfere with vendor neighbors’ ability to conduct business.

Cooking or selling food is not allowed by any vendor other than those vendors, who applied and were approved, as food vendors.

**Products & Signs**
Only items listed on the contract are allowed for display or sale.

**Trash**
Keep the your booth & sales area clean during the Expo. Use the trash barrels provided.

**Health and Safety**
Vendors are responsible for all required state and local permits, inspections, and, requirements.

**Banned Articles**
- Drones, other than those operated by Expo staff, are not permitted on the grounds.
- NO Live Ammunition
- The sale of Alcohol is not permitted at the Expo
- Obscene and inappropriate materials are forbidden. The Vendor Coordinator reserves the right to make these judgements.
- Products bearing the Expo logo or name are prohibited except from vendors with permission.

**Vendor Promotion**
Vendors will be promoted on our social media, and may be included in other show advertising. During the event, the vendor area will be announced over the PA system on a regular basis.
Camping

Limited primitive camping sites are available for the weekend on a first-come, first-served basis at a cost of $20. These spaces are available from Friday 7 pm to Sunday at 7 pm.

Provided for the use of campers:
- 20 x 20 tent space
- A Water Buffalo
- Porta Potty

If you have requested and paid for camping, additional information will be in your check-in packet.

- Camping permits must be displayed in the front window of your vehicle.
- No open flames of any kind are allowed
- Dumping facilities are not available.

Should you have questions or need additional information:

Expo Website: www.history-expo.com
Facebook.com/@historyexpo
Phone: 978-248-9875