



26th Annual Event

Application Deadline: May 11th (by 12pm at the DBA office)
Late Application with \$25 Fee accepted through May 25th

Event Date: Saturday, June 9th

Festival Begins: 8am
Entry Fee: \$195

Set-up Begins: 6am
Non-Profit Entry: \$95



Event Registration

Vendor Category

- Arts & Crafts (hand-made by applicant)
- Commercial (pre-made items or pre-packaged food stuffs)
- Mobile Food (prepared on site)
- Non-Profit (501c3)

Business Name: _____

Contact Person: _____

Email: _____

**Set-up Map and Instructions sent to this Email Address*

(city) _____ (St) _____

Phone: _____ Website: _____

Vendor Description

Information Required

Please provide a detailed description of your product. Food Vendors, please list your menu.

Food Vendors

Unit Type Tent/Canopy Trailer/Food Truck

What are the dimensions of your unit? (if trailer, include hitch) _____

*width cannot exceed 12' due to fire regulation. Please, no canopies extending from trailers/trucks

Electricity: Food Vendors can purchase electrical outlets, however whisper quiet generators are encouraged.

***All participants selling food must be licensed by the Health Department. If you are not, contact Riverstone Health Dept. 406-247-3200**

Additional Application Materials

Arts & Crafts and Commercial Vendors must submit:

- 1 photo displaying your entire booth setup
- 1-2 photo displaying your craft items or product

Mobile Food Vendors must submit:

- 1-2 photos displaying your mobile set-up
- 1 photo displaying your service window if applicable



Photo Submission Instructions:

Submit images on a standard size printer paper by photocopy or computer printout

Do not include original photographs

You may submit your images digitally through email: natashap@downtownbillings.com

Vendor Set-up Information & Event Requirements

- Space Size: 10'x10', please register and pay accordingly.
- Only one vendor per entry. Multiple purveyors may not combine into one space.
- Site assignment is at the discretion of the event organizers. Location requests are welcome but not guaranteed.
- Vendors must provide their own tables and tents.
- Be prepared for variable weather conditions including wind and rain.
- Electricity outlets are available for purchase by *food vendors only* due to limited output availability in the historic district of downtown.
- Mobile Food vendor trailers need to be approved for size. If you need more than 10'x10', you need to rent more than one space. Canopies that create a total unit width of more than 12 feet are prohibited. Food vendors must provide a picture of their unit with exact dimensions.
- Mobile Food Vendors are required to cook over a tarp.
- Beverages: Pepsi products can only be sold by the DBA and we ask that Food Vendors not include these items on their menu.
- Mobile Food Vendors are responsible for licensing through Riverstone Health Department and for keeping themselves up to date on the requirements for mobile food vending. Please contact Riverstone Health Dept. 406-247-3200 to ensure your eligibility.
- Confirmation and event details will be sent through email. Expect your Site Assignment, Set-up Instructions, and Festival map after the application deadline. This information will be updated on www.downtownbillings.com.

Please Initial:

_____ I have read the above sections on additional application materials, vendor set-up information, and event requirements. I agree to comply with these instructions.

Strawberry Festival Application

Waiver

The undersigned applicant understands that submitting this application is not a guarantee of event participation. The DBA reserves the right to accept or deny any applicant admittance into the Strawberry Festival. Applicants will receive a confirmation as to the status of their application after the application deadline. The undersigned and/or its representative and agents release and hold harmless the Strawberry Festival organizers and staff from any claim that is made against the undersigned as the result of having an exhibit at the Strawberry Festival. The undersigned further agrees to indemnify the Strawberry Festival for any costs or damages it suffers as a result of any neglect act by the undersigned. The undersigned also agrees to comply with all the rules and guidelines included with this application as well as the set-up procedures which will be received with your letter of confirmation. The undersigned also acknowledges:

1) That all booth assignments are assigned by event organizers and reservation of specific booth sites is not allowed, you may make a request for a specific booth and we will try to accommodate you, 2) The event takes place "rain or shine" and will not be cancelled except in the case of extreme hazardous conditions, 3) After April there will be NO VENDOR REFUNDS even if event is forced to close due to extreme hazardous conditions.

Vendor Signature _____ Date _____
(Authorized Representative)

Payment Information

<input type="checkbox"/> Regular Entry \$195	<input type="checkbox"/> Non-Profit Entry \$95	\$
<input type="checkbox"/> \$25 Late Fee for submission after deadline		\$
<input type="checkbox"/> FOOD VENDORS ONLY. ELECTRICAL OUTLET @ \$25 Each		\$
Total Enclosed		\$

Payment Method

Checks payable to: DBA * note line: Strawberry Fest 2018
Application & payment must be submitted together

Downtown Billings Alliance
2815 2nd Ave. N.
Billings, MT 59101
Office Hours 9am-3pm

Comments or Requests:

For Questions please contact the Event Director at 406-294-5060 or by email:
natashap@downtownbillings.com