



Food & Drink Vendor Reservation form

September 9, 2023

Event Location

Plymouth Municipal Airport

246 S Meadow Road, Gate 2, Plymouth, MA 02360

Event Hours: 3pm - 7pm

Set up: 10am - 3pm (may request earlier set up time)

Tear down: After 7pm when event has ended.

Vendor should vacate the airport by 9pm.

Estimated Attendance: 1000-2500

Welcome

Greetings! Please review the information below carefully and contact the team with any questions regarding the 2023 Props & Hops event. Spaces are very limited and will be filled on a first come first serve basis. Please make sure to complete all pages on this reservation form.

Directions

This form must be completed and mailed or emailed to the Plymouth Aero Club's attention by August 31st, 2023. Payment must be made at the time of reservation.

Plymouth Aero Club, 246 S Meadow Road, Box 10, Plymouth, MA 02360
www.Plymouthpropsandhops.com

Prices

Food/beverage truck or food/beverage vendor 10' x 10' or greater in size: \$300 each

Ice cream / slush truck, ice cream cart: \$150 each

Other small food/beverage cart under 10' x 10' in size: \$150 each

FOOD, BEER & ICE CREAM VENDOR INFORMATION

Contact Name: _____

Company Name: _____

How you'd like company name to be listed on website: _____

Mailing Address: _____

Daytime phone: _____ Evening phone: _____

Email: _____ Website: _____

Dimensions: _____ (width) x _____ (length)

Style: (circle one): tent / food truck / van / trailer / cart / other _____

PAYMENT INFORMATION

____ Check payable to Plymouth Aero Club \$____ Enclosed

____ Credit Card (or Paypal) payment may be made online on Paypal.com to

plymouthaeroclub@gmail.com

____ Payment made on paypal.com

Mail form and payment info to:

Plymouth Aero Club

Attn: Props & Hops Food Vendor

246 S Meadow Road, Box 10

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Or email to: propsandhops@plymouthairshow.com

SALES TAX: Each Vendor will be responsible for collecting sales tax as required by the Commonwealth of Massachusetts. You MUST include your MA Tax ID # or Social Security # on this Reservation Form. Failure to provide this information at time of reservation forfeits Vendor's admittance into the event.

MA Tax ID # _____ or Social Security # _____

PERMITS: Food Vendors are responsible for obtaining any Health Inspection Applications and compliance certificates and guidelines through the Town of Plymouth Health Department, which can be reached at 508-747-1620 x119 (M-Th). A copy of this permit must be sent to the Plymouth Aero Club by August 31, 2023.

Should a permit not be obtained & received, food vendors will be subject to fines and/or removal from the event. All generators and converters MUST be inspected by the Plymouth Fire Department which must be contacted in advance at 508-830-4213.

PARKING: There is ample parking for vendors with additional vehicles in close proximity to the ramp location if needed.

CLEANLINESS: Vendors must be kept clean and in good order by vendor. Vendors must clean space at the close of the event. The event clean up team can handle a limited amount of garbage at the close of the show. If there is garbage that you are not able to take with you, please leave it in a tied garbage bag and we will dispose of it for you after the event.

INVENTORY RESTRICTIONS: Vendors shall sell only food and drink items specified on the Space Inventory Form. No vendor can sell or distribute food or beverages without the express written consent of the Plymouth Aero Club so that the food offerings at the event are a variety for spectators to choose from.

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ELECTRICITY: There is no electrical access on the ramp at the airport. The use of generators and converters will be reviewed by the Aero Club. **Any and all generators and converters MUST be inspected by the Plymouth Fire Department which must be contacted in advance at 508-830-4213.**

SPACE ASSIGNMENTS: All spaces are allocated on a prepaid, pre-assigned basis only. Vendor shall not, without prior consent of the Plymouth Aero Club, assign or sublet space, or any part thereof, or remove its display before official closing of the event. Spaces are assigned on a first come first serve basis upon arriving at the event.

MARKETING: To assist in marketing your participation in our event, please email a digital photo of your truck / tent / set up, that we can include in our materials (propsandhops@plymouthairshow.com).

VENDOR CANCELLATION POLICY:

- If cancellation BY VENDOR occurs prior to August 15, 2023, the entire amount will be refunded.
- If cancelled by VENDOR after August 15th, 2023, the entire amount paid to date to the event by the vendor shall be retained by the Plymouth Aero Club.
- Should exhibitor choose not to occupy their space for any reason, but event activities are still taking place, no refund will be issued.

The retained amount shall be liquidated damages for the direct and indirect costs incurred by the Plymouth Aero Club for organizing, setting up and providing space for exhibitor's withdrawal including reletting the space. All cancellations must be in writing.

EVENT CANCELLATION POLICY:

This is a rain or shine event. If the event is canceled within 3 days of the event due to nature or other Act of God, no refund will be issued, and your payment will be considered a donation to the Plymouth Aero Club. It is an allowable deduction as we are a 501(c) (3)

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charitable organization (Plymouth Aero Club Tax ID: 22-2544931). If the event is canceled, your payment will be applied as payment for our next event.

Exhibitors will be notified of event changes due to nature/Act of God via email. Updates will also be posted on the event website www.plymouthpropsandhops.com. Exhibitors will not be notified by phone. Should exhibitors receive no email update or no website updates, event will proceed as scheduled.

ACCEPTANCE:

Upon receiving your application and payment and if the food vendor spaces have been filled, your payment will be refunded in full.

Upon acceptance in writing of this contract by the Plymouth Aero Club, this shall be a binding and enforceable contract. By accepting this contract and providing payment in full, the exhibitor agrees to all terms, conditions and rules described. The Plymouth Aero Club must have a signed agreement and full payment prior to the event opening.

Signature: _____ Date: _____

VENDOR SPACE INVENTORY FORM

Below, please list ALL food and beverages you wish to sell, by priority, with a price for each item. Failure to describe ALL products to be sold means you will NOT be allowed to sell those items in your space during the event. Food items and prices cannot be changed after the Vendor Reservation Form is signed. If necessary, attach additional sheets.

Signature: _____ Date: _____

Thank you!