

# 2018 Alive @ 5 – 21st Season

## Non-profit Application



### Vendor Fees & Information

**\$25\***

*\* DHI will schedule one non-profit organization each week to participate at Alive @ 5 (no repeats)*

**Please complete an application form and return it with the appropriate fees to DHI no later than May 1<sup>st</sup>, 2018.**  
Vendors will be selected on a first-come basis.

### Alive @ 5 Rules

- Nonprofits will be assigned a location and will receive recognition during the concert series.
- Alive @ Five starts at 5PM and ends at 9PM. Non-profits must be set-up and ready to serve the public by 5PM; while it is not a requirement to stay the full four hours, nonprofits must not detract from the concert with taking down their booth if they choose to leave prior to 9PM
- Non-profit organizations must abide by DHI and Lewis and Clark County Health Department regulations when selling food to be eligible to participate in Alive @ Five events.
- Nonprofit Vendors who wish to sell food items and/or merchandise must apply as a Food or craft vendor and pay the applicable fees. If you have questions whether your items fall into this category, please call Downtown Helena Inc. for clarification.
  - Due to the volume of vendor applications, DHI must approve merchandise and/or food prior to the event so there is no duplication of goods, which will benefit all participants in the event (see food vendor application).
- Once DHI approves your application and food items, non-profit vendors must be pre-approved for a non-profit temporary license to serve food by the Lewis and Clark County Health Department. DHI will provide packets and contact information.
- All non-profit vendors are responsible for their own merchandise, equipment and monies.
- All youth organizations must have adult supervision in attendance at all times.
- During the event, non-profit vendors are responsible for setting up and being prepared to serve the public by 4:30PM; each vendor will be assigned a location upon arriving on site.
- Non-profit vendors are responsible for keeping their booth area clean and are responsible for picking up any litter or garbage in that area.

## Application and Submission Instructions

Submit to: Downtown Helena Inc., 318 Fuller Avenue, Helena, MT 59601. Questions? Call (406) 447-1535, visit our website at [www.downtownhelena.com](http://www.downtownhelena.com) or email [info@helenabid.com](mailto:info@helenabid.com).

**Organization Name:** \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Facebook/Instagram/Other:** \_\_\_\_\_

**Description of Organization and Goals:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Booth:** \_\_\_\_\_

\_\_\_\_\_

**Please circle the dates you can vend:**

ALL • June 6 • June 13 • June 20 • June 27 • July 4 • July 11 • July 18 • July 25 • Aug 1 • Aug 8 • Aug 15 • Aug 22 • Aug 29

Submission of application indicates you, as a participating non-profit vendor, are responsible for abiding by Downtown Helena, Inc.'s regulations and Lewis & Clark County Health Department's terms (when providing food). Downtown Helena, Inc., the Helena Business Improvement District, the city of Helena and sponsors cannot be held responsible for loss or damage to merchandise or equipment or for injury.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed and signed application to with the appropriate fees to:  
Downtown Helena, Inc., 318 Fuller Avenue, Helena, MT 59601  
Phone: 447-1535 Fax: 447-1533 Email: [jwalsh@helenabid.com](mailto:jwalsh@helenabid.com)