

2018 Alive @ 5 Craft Vendor Application



Vendor Fees & Information

Initial Flat fees (two options):

\$199 – includes basic membership in Downtown Helena, Inc.*

\$299 – includes basic membership AND the ability to accept the DHI gift card**

Season/Weekly Vending Fees (two options)

\$390 for the entire season (13 weeks - \$30/week)

\$35 per week

- Applications without fees will not be accepted.
- DHI will notify applicants if their application is accepted after **April 6th**.
- To ensure variety for event attendees, we will only have *one craft type*.
- If you are not selected to vend, your check will be refunded.

* *NOT applicable if you are a current member of DHI. For member benefits and a list of events, visit www.downtownhelena.com/dhi/membership/.*

+ *Includes a \$49 one-time gift card activation fee. This fee will not be assessed in subsequent years.*

Alive @ 5 Rules

- Alive @ 5 will take place every Wednesday in June, July and August from 5 p.m. to 9 p.m.
- Set up must be completed no later than 4:30 p.m.
- Once set up, there must be an employee or designated person attending your operation at all times in case of emergency.
- Vendor space is a max of 10x20 feet. For more space, additional fees may apply.
- Rules regarding proper disposal of trash apply and will be outlined in the vendor contract.
- You must remain set up and open for the entire time (unless you completely run out of product, which we hope happens due to record breaking crowds!)
- You must notify DHI staff at least 48 hours before the event if you are scheduled to attend but need to cancel
- Each vendor will receive an assigned location to set up in – staff will have maps of the locations and will help vendors locate their space. Those vendors applying for the entire season will receive priority assigned locations.
- Vendors are required to obtain the appropriate permits from the Lewis and Clark County Health Department: (406) 443-2582 prior to the start of the season.
- Vendors scheduled to participate at Pioneer Park must have a valid walking mall vehicle permit from the Helena Parking Commission (HPC); Contact the HPC at (406) 447- 8419.
- Once accepted you will be required to sign a formal contract detailing the rules above. Downtown Helena, Inc. reserves the right to cancel the contract if the rules are broken.

Application & Instructions for Submission

Application submission deadline: April 6th

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

Vendor Name: _____

Main Contact Name: _____

Address: _____ City, State, Zip Code: _____

Phone Number: _____ Email Address: _____

Website: _____ Facebook/Instagram/Other: _____

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

TOTAL AMOUNT Submitted: \$ _____

Make Checks payable to Downtown Helena Inc.

Craft items sold or services provided: _____

Booth/cart description: _____

Location considerations based on your preferences or needs (no guarantees☺) : _____

Vending Operation Dimensions: _____ **Trailer:** Yes _____ No _____

Generator: Yes _____ No _____

****DHI does not provide electricity**

No open fire within city limits.

OFFICE USE _____

Date Received _____ **Received by** _____

Paid (y/n) _____ **Date paid** _____

Menu approved (Y/N) _____ **Date approved** _____