



October 15, 2010

Dear Prospective Christmas Stroll Vendor:

Your non-profit organization is invited to participate in the 2010 Christmas Stroll. Plans are already well underway for this annual event, which will take place on **Saturday, December 4<sup>th</sup>, from 4:30 to 7:30 pm.** Vendors may sell food or beverages designed to be consumed at the Stroll, absolutely **no crafts** and no packaged or “gift food”.

As always, we encourage vendors to offer more substantial fare, as we have been inundated with cookies, candy, doughnuts, popcorn and instant cocoa in the past. This office has received extensive feedback from the community that given the time of day; dinner type menus would be appropriate. Also, cookies and hot cocoa is also offered at no charge at many locations around downtown during the stroll which also makes it harder for you to raise funds for your organization. If you would like suggestions on menu items I would be happy to visit with you. Also, consider partnering with an existing restaurant that would be willing to donate net proceeds to your organization.

**To participate in this event as a concession operator, please read the attached regulations carefully, and complete and sign the DBA Vendor Agreement. You are also required to complete the Health Department's Temporary Vendor Application. To get this application you need to stop by the DBA office at 224 East Main St.** If you have any questions concerning the Vendor Application or Agreement, please call the DBA at 586-4008 or the Gallatin County Health Department at 582-3120.

**Once the forms are complete, promptly return them along with your two checks of \$40 each to The Downtown Bozeman Association Office at (the deadline is Friday, November 12<sup>th</sup>, 2010):**

Downtown Bozeman Association  
224 East Main St.  
Bozeman, MT 59715

Like the last couple years, the Health Department wants the DBA and all of the vendors to attend a meeting to discuss how we make the Christmas Stroll a safe and fun event for everyone. The date and time of this meeting will be determined as we get closer to the Stroll and all confirmed vendors will be contacted and given the date and time.

We hope you view this as an opportunity to join in on the holiday spirit, while having fun raising money for your organization. Thank you for your interest and if you have any additional questions or concerns, please call 586-4008 or email, [ellie@downtownbozeman.org](mailto:ellie@downtownbozeman.org)

Sincerely,

Ellie Staley,  
Downtown Bozeman Partnership, Program Director

**Enclosures:** Christmas Stroll Vendor Regulations and Vendor Agreement

## 2010 CHRISTMAS STROLL VENDOR REGULATIONS

The following regulations apply to all vendors participating in the 30<sup>th</sup> Annual Christmas Stroll on December 4<sup>th</sup>, 2010. Failure to comply will mean the vendor may not be able to participate in future events.

1. Vendors must be Non-Profit organizations.
2. **Cost to participate in this event is \$40 with a \$40 cleaning deposit.** Please issue two separate checks for ease of deposit refund.
3. All spaces will be reserved on a first come, first serve basis. Vendor's requested location will be reserved when the Downtown Bozeman Association office receives the completed paperwork and checks. The DBA will make a follow up call to confirm your location and give you information regarding the mandatory Food Safety Meeting date and location. There will also be a sign posted on the curb when you arrive to your location to start setting up for the event.
4. Vendors are responsible for supplying and removing their own table or tables!
5. Main Street will be closed at 3:30 on the afternoon of the Stroll. Tables must be set up in the parking lanes, not on the sidewalks or any farther out into the streets. Tables need to be gone by 8:30 PM!
6. If you, as a vendor need electrical power, you must provide your own extension cord and have permission from the store manager or owner of the business where you will be located **before your application is submitted**.
7. Under no circumstance can the vendor plug into the outlet boxes at the tops of the light-poles. During the Stroll, the lighted garland will be plugged into these outlets, therefore we do not want to turn off the decorations.
8. No vehicles will be allowed to remain on the street during event hours. Vendors may drive their cars to their booths only during set up and tear down.
9. **Vendors must provide their own trash receptacles** and are responsible for leaving their area clean at the conclusion of the event. Vendors who fail to do so will forfeit their cleaning deposit.
10. Your spot will be checked for cleanliness between 7:30 and 9:00 PM. If you sell out before the end of the Stroll you can leave to allow us to inspect without you and deposits will be mailed to you. **ALL debris will need to be removed so, plan to bring a broom.**
11. Anyone selling during the event without prior registration will be charged \$100.00 and will have to deal with the Health Department. **Also...this year we are ENDING the FREE food vendors that popped up recently and we will make sure the downtown businesses DO NOT allow this to happen again!**

### **2010 CHRISTMAS STROLL VENDOR AGREEMENT**

**(\*\*Please return completed forms to the DBA no later than  
Friday, November 12<sup>th</sup>, 2010)**

I, \_\_\_\_\_ from \_\_\_\_\_ (contact name and non-profit name) agree to abide by all of the Christmas Stroll regulations stated for the 2010 Christmas Stroll. Failure to follow these rules could result in the closure of my vendor station and/or loss of my vendor rent and deposit payments. If I have any questions or concerns about the content of these regulations I will contact the DBA office at 406-586-4008 before the night of the 2009 Stroll.

**Contact Name and Signature, Name of Organization, Phone Number and Email:**

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**Location Choices:** (You will need to get permission from the business you will be located in front of which will help to eliminate much crossover with locations)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Menu Items:** (This will be included in the Christmas Stroll Tab available in the Bozeman Daily Chronicle to inform the community of the locations and menu items offered):

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