



**CONCORD  
SOUND  
& COLOR**  
Music & Arts Festival  
Presented by 

**Friday, October 18 &  
Saturday, October 19**  
**11:00 am– 10:00 pm (Vendors close at 7 pm)**

**Food Vendor Registration Form**

**Registration Type:**  Food Tent (must be weighted!)  Food Truck  Other

Name of Organization/Business/Individual: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Sizing	Pricing
10' x 10'	\$200
20' x 10'	\$300
30' x 10'	\$400

**Payment Details:**

Participation Fee: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

PAYMENT:  Cash  Check  Credit Card

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

- Concord Sound and Color is a free 2-day music and arts festival taking place throughout the historic city of Concord, NH. The festival will include a large downtown arts market on Main Street showcasing a variety of local artists and nonprofits representing artists in addition to select food vendors.
- Please note that all applications will be carefully reviewed by the Sound and Color steering committee to ensure the best fit for the event.
- To maintain variety and avoid duplication, we may not be able to accommodate every applicant.

***Deadline for application is Friday, September 13, 2023. Please mail or drop off applications to Intown Concord, 49 S. Main Street, Concord NH 03301 or email them to [director@intownconcord.org](mailto:director@intownconcord.org). Applications will NOT be accepted without payment. Market setup will be Friday from 7 am-10:30 am. Food vendors must be ready for the city food inspection at 10:00 am. Permits must be submitted at least 10 days before the festival. For more details about the Concord Sound and Color, Music & Arts Festival go to [concordsoundandcolor.com](http://concordsoundandcolor.com).***



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**Generator:**

- YES, I will have a Generator
  - NO, I will NOT have a Generator
- Generator Volume Output: \_\_\_\_\_  
\*Volume output must be less than 65 decibels.

**Food Vendors only:**

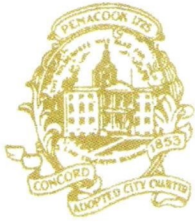
- Please *initial* here \_\_\_\_\_ only if you **need** to park and have access to a secondary vehicle that is used to store your food **and** it is operated by a generator. Parking/location for these vehicles is severely limited; food supply vehicles that are not approved in advance will be turned away

**REQUIRED DOCUMENTS TO BE SUBMITTED TO INTOWN CONCORD BY ALL VENDORS:**

- Certificate of Liability Insurance naming **Intown Concord** and **City of Concord** as **ADDITIONAL INSURED**- Once again for 2024, vendors have the option to purchase Group Vendor Liability Insurance for this event (restrictions apply) through E&S Insurance. Contact Fairley Kenneally (603) 293-2791. Vendor shall furnish a valid Certificate of Insurance, providing the following coverage: Comprehensive general liability insurance, including without limitation, coverage for the following: products liability, completed operations, acts of independent contractors and blanket contractual liability coverage, with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury, personal injury, property damage and advertising injury which shall be written by a financially responsible insurance company on an occurrence basis and naming INTOWN CONCORD & the CITY OF CONCORD as Additional Insured. Such coverage may not be canceled without 30 days' prior written notice to INTOWN CONCORD, 49 S Main Street, Concord, NH 03301, Attn: Jessica Martin.
- Description of Booth/ Food to be sold (Be specific)** \_\_\_\_\_  
\_\_\_\_\_  
*Due to the excitement and demand for **vendor space**, we ask that you tell us exactly what your business's setup will contain/sell and what it will look like. Food Vendors– attach a menu please.*
- Photo of booth set up—MANDATORY**
- Size of tent, trailer or truck :** \_\_\_\_\_
- Special Requests :** \_\_\_\_\_

**CITY OF CONCORD Health & Safety Department:**

- Food vendors that do not currently have a licensed restaurant location within the City of Concord must complete a Temporary Food License/Peddler's Combo [application](#).
  - Temporary Food License Permit Fee: \$65.00/day
  - City of Concord Fire Department Festival Guidelines (next page)



# FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane  
Concord, NH 03301  
[www.concordnh.gov/fire](http://www.concordnh.gov/fire)

The following guidelines are provided to assist with festival safety. The list is not all-inclusive. Other requirements may be imposed during planning and inspections. Variance from these guidelines must be approved by the Concord Fire Department. For additional information or questions, please contact the Fire Prevention Bureau.

## Fire Lanes

- Fire lanes shall be maintained at a minimum of 18 feet. Vendors shall not place signage or other objects in the fire lane.

## Tents

- Tents larger than 200 square feet and canopies larger than 400 square feet require a permit.
- Permit applications can be obtained at:
  - o Code Enforcement, 37 Green Street.
  - o Fire Prevention Bureau, 24 Horseshoe Pond Lane
  - o <http://www.concordnh.gov/DocumentCenter/View/494>
- Tents requiring permits are also required to have documentation certifying they meet the flame propagation performance criteria of NFPA 701.
- Tents being used as a place of assembly:
  - o Shall have an occupancy limit established by the Fire Prevention Bureau.
  - o Shall have exit signs.
  - o Shall have emergency lighting if occupied during dark hours.
  - o Shall have a fire extinguisher.
  - o Shall not have combustible decorations.
- Smoking shall not be permitted in tents.
- Open flame and flame producing devices shall not be permitted within 20 feet of a tent. The exceptions to this are gel fuels used with chafing dishes and cooking canopies.
- If using chafing dishes with gel fuels:
  - o No combustible materials (including tablecloths) shall be on the table with the chafing dishes.
  - o The chafing dishes may not be setup within 10 feet of a required means of egress from the tent.

## Cooking Canopies

- Shall not be located within 20 feet of other tents or 10 feet of buildings.
- Shall be open on all sides, limited 10' X 10' and have documentation certifying they meet the flame propagation performance criteria of NFPA 701.
- Shall have a type K extinguisher.

## Generators

- Portable generators shall be a minimum of 20 feet away from tents and 10 feet from building openings.
- Generators above 10kw shall be inspected by a NH licensed electrician prior to use.

## Flammable & Combustible Liquids

- Flammable & combustible liquids are prohibited from use in tents.
- Flammable & combustible liquids shall be stored in approved containers, secured from spilling, and be 50 feet away from tents.

## LP Gas

- LP Gas cylinders shall be stored a minimum of 5 feet from tents and secured from tipping.

## Cooking in Portable Concession Stands (Truck, bus, trailers, sheds, etc.)

- Shall comply with NFPA 96 for commercial hoods and ventilation.
- Shall comply with NFPA 17A for hood suppression systems.
- Shall have both ABC and K extinguishers.

Administration  
(603) 225-8650  
(603) 225-5833 fax

Prevention  
(603) 225-8651  
(603) 225-5833 fax

Fire Alarm  
(603) 225-8667  
(603) 225-8509 fax

Communications  
(603) 225-8669  
(603) 225-8507 fax