



# 2021 Moxie Plaza Event & Vendor Guidelines

Thank you for your interest in being a vendor at Moxie Plaza on Main Street in Lisbon. Moxie Plaza is located at the intersection of Route 196 and Main Street in Lisbon Falls and offers 4,000 square feet of outdoor dining and community space closed to vehicles from roughly June 20 through Labor Day 2021.

## GENERAL GUIDELINES FOR VENDORS AND COMMUNITY ORGANIZATIONS

- Moxie Plaza is a family friendly environment
- Unless a special event is scheduled, 10 vendor spaces will be available on a first-come, first-serve basis during the following times:
  - Monday: 9am to 8pm
  - Tuesday-Friday: 9am to 2pm
  - Saturday: 9am to 2pm
- Unless a special event is scheduled, five vendor spaces will be available by advance reservation during the following times:
  - Monday: 9am to 8pm
  - Tuesday-Friday: 9am to 2pm
  - Saturday: 9am to 2pm
- Vendors will furnish their own chairs and silent power source if needed
- Unless expressly approved by the Town, audio display features are prohibited
- Vendors will remove all materials and leave Moxie Plaza in the same condition that they found it

## CHECKLIST TO SIGN-UP

- Organizations and vendors using Moxie Plaza must comply with the prevailing Covid-19 public health and safety precautions and best practices.
- A complete Moxie Plaza Vendor Application must be approved prior to any activity in Moxie Plaza:
  - Certificate of liability insurance (Food Vendors)
  - Appropriate Town licenses (**as low as \$25 for 90 days for non-food vendors**)
    - [Itinerant License](#)
    - [Victualer License](#) (Food Vendors)
  - [Covid-19 social distancing and safety pledge](#)

## USE OF MAIN STREET CLOSURE AREA FOR SPECIAL PROGRAMMING

- Moxie Plaza is available to companies or organizations for their sole use following a completed application and scheduling confirmation from the Town of Lisbon's Event Coordinator.
- Use of the Main Street closure area will be available by appointment based on availability.
- A complete Moxie Plaza Event Application must be approved prior to any activity in Moxie Plaza:

## APPLICATION PROCESS & CONTACT

Lisbon's Summer Event Coordinator is available to assist businesses and organizations from planning to through approval. Contact Lise Tancrede at [ltancrede@lisbonme.org](mailto:ltancrede@lisbonme.org) or (207) 754-8424

**MOXIE PLAZA VENDOR APPLICATION-2021**

**GENERAL INFORMATION:**

- Vendors and event hosts must have appropriate Town of Lisbon licenses.
- Vendors and event hosts must sign an approved Covid-19 Social distancing and Public Safety Pledge.

**APPLICANT INFORMATION**

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Description of *ALL* items to be sold. Please attach a menu or use a separate sheet of paper to describe all items to be sold.

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Description of proposed event, participants, and preferred date(s).

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**Other pertinent information**

I have read the vendor policies and procedures and agree to adhere to them. My signed Covid-19 Social Distancing and Public Safety Pledge is enclosed. I agree to hold blameless the Town of Lisbon for any damage or loss associated with my display or event. I waive all liability that the Town of Lisbon may have arising out of my participation at the Moxie Plaza. I understand that I will be responsible for set-up and removal of my display and trash and will leave Moxie Plaza in the same or better condition as when I arrived on Main Street.

Signature: \_\_\_\_\_