



**Board of License Commissioners
Greenfield, Massachusetts**

14 Court Square, Greenfield, MA 01301
phone: 413) 772-1580 fax: 413) 772-1519
email: LoriK@Greenfield-MA.gov
web: www.Greenfield-MA.gov

Application for a vendor license

** Farmers selling farm products produced by the farmer or their family are not required to have a vendor license.*

Please note: Applications must be received no later than 12:00pm on the Thursday preceding the Licensing Board meeting in order to be considered.

Date of application _____

Applicant / licensee name _____

Name of business (*dba*) _____

Business address _____

Business phone number _____

Email _____

Website _____

What would you be selling*? _____

How would the items be displayed and stored? _____

Are you applying for a short term vendor license (7 or fewer days) or for an annual license?

<p>_____ Short term vendor license (7 or fewer days)</p> <p>Name and location of event(s) at which you would be vending</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>The fees for a short-term vendor license are:</i></p> <p>1 – 3 days \$10</p> <p>4 – 7 days \$25</p>
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_____ **Annual / seasonal vendor license (8 or more days)**

Dates during which you would like to exercise license:

Begin: _____ End: _____

Days of the week and times that you would like to vend: _____

Location at which you would be vending: _____

The fee for an annual vendor license is \$75.

Annual licenses are valid January 1st - December 31st.

Checklist

Submit the following to the Greenfield Board of License Commissioners:

- Greenfield vendor application
- For food & beverage vendors: A copy of your Massachusetts tax registration certificate (form MT-1 meals tax registration). If you already have one on file in Greenfield from previous years you don't need to submit it again.
- Vendor license fee payable to the "City of Greenfield"
- Workers' compensation affidavit (and a workers' comp insurance certificate if applicable)
- Contact appropriate Inspectors and arrange for inspection

- If you will be vending on the public way or other City property you will also need to submit a liability insurance certificate naming the City of Greenfield as an additional insured. For short-term vendor licenses – this requirement shall not apply for vendors operating at an event for which the event organizer has already satisfied this condition.

Contact information:

Massachusetts business tax registration

Department of Revenue – (617) 887-6367; www.DOR.State.MA.US

Greenfield Health Department – (413) 772-1404; Nicole.Glabach@Greenfield-MA.gov

Greenfield Fire Department

Captain Dan Smith, Fire Safety Inspector – (413) 774-4322; Daniel.Smith@Greenfield-MA.gov

Greenfield Building Department – (413) 772-1404; Vicki.Baker@Greenfield-MA.gov

Nick Garmalo, Local Building Inspector

Tom McDonald, Electrical Inspector