



# North Branford Potato & Corn Festival

www.nbpotatofest.com | August 2, 3 & 4, 2019

## 2019 VENDOR CONTRACT

Hand-crafted arts & crafts\* (\$250)  Non-Profit (\$150)  Commercial / Business (\$350)

*\* Items must be hand-made by the seller. Resale of pre-made products is not permitted under hand-crafted category; items that are not hand-crafted require a commercial/ business application.*

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

CT Tax ID #: \_\_\_\_\_

*\* Unless exempt, you must have a valid tax registration number from the State of Connecticut, Department of Revenue Services and display it at your booth. Visit [ct.gov/drs](http://ct.gov/drs) or call 800-382-9463 if you need to apply.*

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

Cell Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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

May we link your web address to our website? Yes  No

**Items to be sold/displayed** *(Please include photographs or detailed descriptions of the items you intend to sell as well as detail on how things will be promoted and displayed.):*

Number of 12' x 12' electrical spaces: \_\_\_\_\_ Total \$ \_\_\_\_\_

Checks are to be made payable to "Town of North Branford" and mailed to NB Recreation Department, attn: PoCo, 1332 Middletown Avenue, Northford, CT 06472. Call 203-484-6017 to make a credit card payment.

When considering this application, remember spaces are limited. In order to reserve your space, please sign the application and the guidelines and return with payment. Spaces are available on a first come, first serve basis with exclusivity given to your products. Keep a copy for your records, including the craft vendor information and guidelines.

Name (Please print clearly) \_\_\_\_\_

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



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## 2019 VENDOR GUIDELINES & REQUIREMENTS

### Festival Hours

- ★ Friday, Aug. 2 from 2 to 11 p.m. (2 to 4 p.m. for Rec Camp visitors only)
- ★ Saturday, Aug. 3 from 10 a.m. to 11 p.m.
- ★ Sunday, Aug. 4 from 10 a.m. to 6 p.m. (10 p.m. if fireworks postponed)

### Set-up:

1. Set up will be between 8 a.m. and 4 p.m. on Thursday, Aug. 1. Earlier setup times can be available by appointment. A limited number of Friday morning set-up time slots are available on a first-come first-serve basis.
2. NO vehicles will be allowed to enter or park on the festival grounds after 11 a.m. on Friday until Festival's closing Sunday evening at 6 p.m. (10 p.m. if fireworks are postponed)
3. Booth inspections will be held throughout the day on Thursday, Aug. 1. **All vendors must stay with your booth until you have been inspected by the Fire Marshal and Building Inspector and, if required, by the Health Department. If you are not at your area when the inspectors are there, you will NOT be allowed to open and will forfeit your vendor fee.** Additional daily inspections will also be conducted during the event.
4. **Tents:** All tents must be properly installed and secured to resist wind uplift. Flame spread certificate must be on file with the Building Official. Blue type tarps will not be allowed.
5. **Lighting:** No halogen lights or incandescent bulbs allowed. All lighting must be of LED or energy efficient type producing low heat source. Any bulbs or fixtures must be enclosed within the fixture itself or be of shatterproof design. Any booth or display lighting must have UL tags and be approved by the Building Official.
6. **Fire extinguishers.** One 5-pound dry chemical fire extinguisher is required at each booth.
7. NO generators permitted.
8. **General Requirements:**
  - a. Extension cords must be a minimum of #12 gauge wire and in good condition. All cords must be 3-wire type with proper grounding devices. All extension cords must be located off the ground and approved by the Building Official.
  - b. No smoking or vaping will be allowed at any time.
  - c. A clear path must be maintained for egress. No storage of stock behind vendor area. Stock must be kept under tables.
  - d. There will be security patrol of the festival grounds during overnight hours; however, individuals are ultimately responsible for any property left on site.
  - e. Please come prepared with a hand truck or other hand-operated equipment for any material you plan to remove overnight. No vehicles will be allowed on site to remove materials until Festival close on Sunday.
  - f. **All booths must be open by 2 p.m. on Friday.**



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## Breakdown:

1. **A limited number of vehicles** will be allowed on site beginning at **6:15 p.m.** (10:15 if fireworks are postponed) Sunday according to an exit plan that will be shared that weekend.
2. All access will be from the side entrance area. Please be patient while waiting for your vehicle to enter the site. We want this to be a safe, smooth, controlled exit for all involved.
3. If you desire, you may hand truck or carry your materials out on Sunday starting at 6:15 p.m. Breaking down of booths early is **not** permitted. This will jeopardize participation in the future. Vendors are encouraged to remain on site and open until the end of the entertainment each night.
4. You are encouraged to remain open and staffed each day until closing. However, you are **required** to remain **open and staffed** until **6 p.m. on Sunday ~ NO EXCEPTIONS! Failure to do so will jeopardize participation in the future.**

## Temporary Health Permit:

Any vendor planning on selling any type of food product (dipping sauces, jellies, etc.) must acquire a permit from the East Shore District Health Department, **203-481-4233**, and a copy must be filed with the Vendor Committee. You will need to schedule an appointment for an inspection time for Thursday, August 1 between 8 a.m. and 4 p.m. directly with the Health Department.

## Parking:

1. Parking is limited. You will be issued one color-coded parking pass for each day. **Lost passes or failure to distribute passes to others manning your booth will result in having to pay for on-site parking or use of the free shuttles.**
2. Parking pass must be displayed in the driver's side windshield.
3. Any cars without a parking pass will be sent to our free shuttle lots, located at STW Community Center, 1332 Middletown Avenue, or NBIS, 654 Foxon Road parking lots. **On-site general parking is \$10.**

## Booth Locations:

1. The Vendor Committee will assign booth locations.
2. Allocated space will be 12 feet x 12 feet per purchased space.
3. Each vendor is responsible for their own setups, such as tables, chairs, tents, etc.
4. Each vendor is responsible for the cleanup of his or her assigned space.
5. You will be permitted to sell/ display only what is featured in your photos or what is listed on your application. The Committee reserves the right to restrict the sale of any item not listed on the application.

## Liability Insurance & Tax ID:

1. You must provide your own insurance. Neither the Town of North Branford nor the North Branford Potato & Corn Festival Committee can or will be held responsible for damage, loss or accidents.
2. All vendors must meet all insurance requirements outlined in the attached document.

1332 Middletown Ave. | Northford, CT | 06472  
203-484-6017 | [admin@nbpotatofest.com](mailto:admin@nbpotatofest.com)  
Held at Augur Field, Route 22, Northford, Connecticut



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3. Connecticut State law requires that each vendor collect sales tax on all items sold. You must obtain a Tax ID number from the State of Connecticut. This Tax ID number should be on the application **and** visible in your booth.
4. If you are planning on driving a vehicle(s) onsite in order to load and unload while setting up/breaking down, the Town of North Branford requires a copy of your Automobile Insurance card(s) for any vehicle(s) that you are planning on driving onsite that is valid during the dates of the festival. **Please include a copy with your application.**

**Ice:** Ice will be available for purchase from the festival.

### Fireworks:

1. Fireworks have been scheduled for Saturday, August 3 at 9:15 p.m.
2. In the event of inclement weather, fireworks will take place on Sunday, August 4 at 9:15 p.m. Therefore the festival hours will be extended on Sunday, August 4 to 10 p.m.
3. Vendor breakdown, as described previously, will therefore not occur until after 10 p.m. upon completion of the fireworks according to the exit plan distributed.

- Vendor agrees to abide by the rules of the Potato and Corn Festival Committee.
- Vendor agrees to accept the space allocation made by the Potato and Corn Festival Committee.
- Vendor agrees that **no refunds** will be claimed or made for any reason including but not limited to the failure of the vendor to appear or cancellation because of inclement weather.
- Vendor agrees to waive all rights and release all claims that might be had against the Town of North Branford, its employees and agents, for any and all injuries or losses, which may be suffered because of my participating at the Potato and Corn Festival sponsored by the Town of North Branford. I give permission to have my photo taken and used for publicity purposes for the Town of North Branford and the North Branford Parks and Recreation Department.

The Vendor acknowledges that they have been provided with and read the above Information and Guidelines for the 2019 Potato and Corn Festival and that the signature below confirms that they will comply with all of these Guidelines during the Festival.

Business Name:

Signature:

Date:

**Please sign & return contract and guidelines, along with payment  
and a copy of your current auto insurance ID card to  
North Branford Recreation Dept., attn: PoCo Fest  
1332 Middletown Avenue,  
Northford, CT 06472**

**We thank you in advance for your participation and cooperation!**

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