



# North Branford Potato & Corn Festival

www.nbpotatofest.com | August 3, 4 & 5, 2018

## 2018 FOOD VENDOR CONTRACT

### Festival Hours

Friday, Aug. 3 from 2 to 11 p.m. (2 to 4 p.m. for Rec Camp visitors only)

Saturday, Aug. 4 from 10 a.m. to 11 p.m.

Sunday, Aug. 5 from 10 a.m. to 6 p.m. (10 p.m. if fireworks postponed)

Vendor Contact Name \_\_\_\_\_

Concession Name \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

CT Sales and Use Tax Permit #: \_\_\_\_\_

*\*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 [www.ct.gov/drs](http://www.ct.gov/drs) or call 800-382-9463 if you need to apply.*

Website \_\_\_\_\_ Facebook Page \_\_\_\_\_

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

Can we share your Facebook page on our social media accounts? Yes  No

**Food items being sold – Must be limited to THREE ITEMS** (Additional Sheet can be attached)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ 15' x 20' Outside space(s) w/ 20 amp electrical service \$1000.00 per space \$ \_\_\_\_\_

\_\_\_\_\_ 20' x 20' Outside space(s) w/ 20 amp electrical service \$1200.00 per space \$ \_\_\_\_\_

\_\_\_\_\_ 25' x 20' Outside space(s) w/ 20 amp electrical service \$1500.00 per space \$ \_\_\_\_\_

\_\_\_\_\_ 10' x 30' Inside tent space(s) w/ 20 amp electrical service \$1000.00 per space \$ \_\_\_\_\_

\_\_\_\_\_ Yes - Fire Rated Prep Tent Required at additional \$200 fee \$ \_\_\_\_\_

**Additional Electrical Service (see reverse)** \$ \_\_\_\_\_

**Additional Water Service (\$50)** \$ \_\_\_\_\_

\_\_\_\_\_ **\$250 NON-REFUNDABLE DEPOSIT** per space required **Less Deposit** \$ \_\_\_\_\_

**Balance Due June 1** \$ \_\_\_\_\_

Checks made payable to "Town of North Branford" and mailed to: NB Recreation Department, attn: PoCo, 1332 Middletown Ave., Northford, CT 06472 OR call 203-484-6017 for credit card payment.

1332 Middletown Ave. | Northford, CT | 06472

203-484-6017 | [admin@nbpotatofest.com](mailto:admin@nbpotatofest.com)

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If utilizing an outside space: I will have a  TENT \_\_\_\_\_  
(provide dimensions and see tent requirements) OR a  SELF-CONTAINED UNIT. List ACCURATE dimensions when fully opened including the hitch \_\_\_\_\_

Pull in OR  Parallel Park \_\_\_\_\_ (how much maneuvering is space required?)

**Please submit photograph of self-contained unit as well as a layout of your set up area.**

I will need to use the provided refrigerated truck. Yes  No  Propane: Yes  No

I have a product made substantially of water that will be provided by the Festival at a \$50 surcharge  
Yes  No

### Electrical Service

Please list all electrical appliances to be used: \_\_\_\_\_

I, the undersigned, understand any electrical requirements exceeding the **20 amps** provided on site will be contracted through the on-site electrician and be the sole responsibility of the vendor. Every vendor space will be inspected daily by the on-site electrician and member of the Festival Committee prior to the start of the Festival and randomly during the Festival weekend to ensure compliance with electrical requirements. All vendors must meet the electrical specifications set by the Town of North Branford upon inspection. Any vendor not adhering to the electrical specifications after more than one request to do so may risk being asked to leave the Festival premises and your vendor fee will **NOT** be refunded.

### Additional Electrical Service:

- |   |   |
|---|---|
| <input type="checkbox"/> 120 voltage - 30 amps 1 pole = \$120.00  | <input type="checkbox"/> 240 voltage - 40 amps 2 poles = \$160.00 |
| <input type="checkbox"/> 240 voltage - 20 amps 2 pole = \$125.00  | <input type="checkbox"/> 240 voltage - 50 amps 2 poles = \$200.00 |
| <input type="checkbox"/> 240 voltage - 30 amps 2 poles = \$140.00 | <input type="checkbox"/> 240 voltage - 60 amps 2 poles = \$220.00 |

Your Electrical Connection is:  Plug In OR  Direct Wire

*We provide a three-prong (120 volt) electrical outlet.*

***If not using three-prong (120 volt) electrical outlet, you MUST provide a photograph of your electrical connection.***

**PLEASE NOTE THAT NO GENERATORS ARE ALLOWED.**

**If your electrical needs exceed those listed, you will be billed for the additional service.**

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## Insurance

See attached **Insurance Requirements** regarding Certificate of Insurance, which is required to be submitted by **June 1**. For your convenience, we have also included information on where you can procure special event insurance. Workers Compensation Insurance is required by law for all workers.

## General Requirements

- Vendors are responsible for their own tables, chairs and covers for electrical cords running along the ground.
- The use of Styrofoam products is strongly discouraged as we attempt to keep this event environmentally friendly.
- No smoking or vaping on festival grounds
- A clear path must be maintained for egress. No storage of stock behind vendor area. Stock must be kept under tables.

## Please remember, you are required to:

- **Pay remaining balance by June 1**
- **Provide current Certificate of Liability and Worker's Compensation Insurance** as required in attached information by June 1 as well as insurance information for any vehicle that will be driven on site. All insurance must be valid during the dates of the festival.
- **Obtain temporary Food Service Permit** from East Shore Health Department (203-481-4235)
- **Attend vendor meeting:** A representative from every food vendor must attend one of two mandatory vendor meetings, which are scheduled for Wednesday, June 20 at 10:30 a.m. or Tuesday, June 26 at 6 p.m. at North Branford Town Hall.

**Mail application and payment to: Town of North Branford, attn: PoCo, 1332 Middletown Avenue, Northford, CT 06472. All applications are subject to approval by the Festival Committee.**

## **Release of liability:**

I 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.

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

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

*When considering this application please remember that spaces are limited.*

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## 2018 FOOD VENDOR GUIDELINES AND REQUIREMENTS

### Festival Hours

Friday, Aug. 3 from 2 to 11 p.m. (2 to 4 p.m. for Rec Camp visitors only)  
Saturday, Aug. 4 from 10 a.m. to 11 p.m.  
Sunday, Aug. 5 from 10 a.m. to 6 p.m. (10 p.m. if fireworks postponed)

### Arrival, Set-Up & Breakdown

1. Check-ins must be scheduled between Tuesday, July 31 and 4 p.m. on Thursday, Aug. 2. Check-ins are available by appointment only. You **must** contact the office at 203-484-6017 or [admin@nbpotatofest.com](mailto:admin@nbpotatofest.com) to schedule your check in time.
2. You will be entering at Totoket Valley Park and going through the Public Works Department gate. You will be given your parking passes, booth assignment and directions.
3. Beginning Thursday, Aug. 2, the police department will monitor the grounds overnight, however, individuals are ultimately responsible for any property left on site.
4. PLEASE NOTE: Space assignments are FINAL – NO EXCEPTIONS!
5. No vehicles will be allowed to enter or park on the festival grounds after 4 p.m. on Thursday, Aug. 2 until festival's closing on Sunday, Aug. 5 after 6:15 p.m. (10:15 p.m. if fireworks are postponed) following the exit plan that will be shared upon arrival.
6. Anything that will be brought on or off-site throughout the festival weekend must be moved with hand-operated equipment or a hand-truck provided by the vendor.
7. Vendors will be presented with an exit plan to ensure a safe exit from the grounds. Electricity will not be provided after Monday, Aug. 6 at 9 a.m. for any vendors picking up their units the next day.

### Equipment & Health Inspection

1. See attached Memorandum from Fire Marshal and Building Official dated February 1, 2018 for complete instructions.
2. Inspections must be completed by 4 p.m. on Thursday, Aug. 2. Inspection times with the Building Official and Fire Marshal will be scheduled on a first-come, first-serve basis.
3. ESDHD inspections must also be scheduled. ESDHD inspections must take place after the Building Official and Fire Marshal's approval.
4. All vendors must stay with your booth until you have been inspected by the Fire Marshal and Building Inspector. If you are not at your area when the inspectors are there, you will NOT be allowed to open and could forfeit your vendor fee. Additional daily inspections will be conducted during the event.

**All booths must be open by 2 p.m. Friday. You are required to remain open each day until closing. Failure to do so will jeopardize your participation in future events.**

***ABSOLUTELY NO VEHICLES WILL BE ALLOWED ON SITE WHILE THE FESTIVAL IS IN PROGRESS!!***

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**Water and Ice Sales:** Ice will be sold exclusively by the Festival. Bottled water sales will be exclusive to the Potato and Corn Festival. Vendors may purchase cases of water from the Festival to sell at their booth. In the event that a vendor is found to be bringing in water from off-site, the following consequences will be implemented:

**First Offense:** Written warning; **Second Offense:** \$50 Fine; **Third Offense:** Booth will be shut down for the remainder of the Festival and vendor will not be allowed to return next year.

### Parking:

1. Parking is limited. You will be issued two color-coded parking pass for each day. It is up to the vendor to distribute to those who will be working each day.
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.**

### Fireworks:

1. Fireworks have been scheduled for Saturday, August 4 at 9:15 p.m.
2. In the event of inclement weather, fireworks will take place on Sunday, August 5 at 9:15 p.m. Therefore the festival hours will be extended on Sunday, August 5 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.

We **THANK YOU** in advance for your cooperation!

The Vendor acknowledges that they have been provided with and read the above Guidelines and Requirements for the 2017 Potato and Corn Festival and that the signature below confirms that they will comply with all of these guidelines and requirements during the Festival. Please sign one copy and return to North Branford Recreation Department, 1332 Middletown Avenue, Northford, CT 06472.

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

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

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