

JOIN US AS A VENDOR FOR THE UPCOMING

ROCKWELL PARK SUMMER FESTIVAL

SATURDAY, AUGUST 17TH, 2019

PRESENTED BY

Featuring live music on two stages, arts & crafts, displays, games, food, Kids Zone!



Organization Contract and Instruction Requirements

All applications are subject to approval from **West End Association** before acceptance.

Festival Hours:

Morning Set-up Time:	7:00 a.m. – 9:00 a.m.
Exhibit Times:	10:00 a.m. – 6:00 p.m.
Break Down Time - no exceptions:	No earlier than 5:30 p.m.

Applicants hereby agree to remain open, in business, and in their booth during Festival hours. The Rockwell Park Summer Festival and the West End Association will not be responsible for loss or damage to your property during show hours. The West End Association reserves the sole right to limit the hours of operation of the Festival due to inclement weather or other acts of nature beyond our control.

Requirements:

1. The Connecticut Department of Revenue Services requires you to obtain a Sales & Use Permit if you will be selling at the event. You must display it prominently at your booth. For more information, please visit www.ct.gov/drs.
2. All vendors must supply their own equipment, including tables, chairs, and canopy.
3. All vendors are responsible for setting up and removing all equipment, tables, chairs, canopy, etc.

Food Vendors Only:

4. Permits are required for vendors who prepare food on site (**no permit required for pre-packaged items – please follow instructions for arts & crafts vendors below**). You MUST contact the Bristol/Burlington Health District for permit information at 860-584-7682 or www.bbhd.com.
5. Two Certificates of Liability Insurance are required with the following named as additional insured and certificate holders: West End Association, 64 West St., Bristol, CT 06010 AND the City of Bristol Parks and Recreation Department, 2nd Floor, City Hall, 111 North Main St., Bristol, CT 06010.
6. West End Association reserves the right to limit types of food sold.

Display, Refuse & Sanitation:

7. All booths are to be kept neat at all times. Trash must be discarded in an assigned area by YOU. Space must be kept clean during the Festival and after tear down.
8. For safety purposes, your Organization is responsible for covering exposed cords, etc.
9. Portable restrooms will be on-site.
10. All information shall be of family nature and non-offensive. The chairperson of the vendor committee shall have complete discretion as to what is sale-able and anything deemed not so shall be removed immediately. Prohibited items include, but are not limited to: switch blades, long/short knives, poppers, cap guns, smoke bombs, stink bombs, fireworks, stretch bottles, explosives, sticky string, drug paraphernalia, tobacco products, alcoholic beverages.

Children's Activities:

11. Activities must be approved in advance and must not be of a dangerous nature. The use of sharp objects is prohibited.
12. Activity and cost must be submitted on the contract below for approval.

Check In & Parking: (Please see attached map for more information) You will receive a single parking pass upon arrival for the designated reserved parking area. Look for volunteer in lime green shirt. Stop to check in and receive your space assignment. A volunteer will direct you to your booth space.

NON-PROFIT, ARTS & CRAFTS, RETAIL, & PRE-PACKAGED FOOD VENDORS: Enter the Park via Dutton Road.

ON-SITE FOOD VENDORS: Enter the Park via Steele Road.

PLEASE RETAIN YOUR APPLICATION PACKET. MANY OF YOUR QUESTIONS CAN BE ANSWERED HERE.

Thank you, and we look forward to working with you.

Please write legibly:

Organization Name:		Tax ID Number:
Contact Person:		
Address:		
City:	State:	Zip Code:
Cell Phone:	Alternate Telephone:	
E-Mail:		

Please indicate Booth Space by letter. _____ If you require another size, please indicate here:

Fees:

Booth Space A: Price for a 12' x 12' NON-PROFIT booth will be **FREE**.

Booth Space B: Price for a 12' x 12' Craft/Retail booth will be **\$40.00**.

Booth Space C: Price for a 12' x 12' Food Booth will be **\$75.00**.

Booth Space D: Price for a 12' x 24' Food Booth or truck parking space will be **\$125.00**.

- Electricity will **NOT** be available to crafters/retail. Reservations and preferred booth locations will be available on a first paid, first served basis. You will receive notice of your organization's acceptance via email upon receipt of your paid application.

- Your organization is prohibited from subleasing any booth space.

- Application must be accompanied by check or money order made payable to: **West End Association**

List of Products and/or Services: _____

Children's Activity: _____

Vendor Signature

Date

Please complete, sign and **return** this application page with fee as noted on Vendor Agreement to the address below **by August 11, 2018**.

Mailing Address: West End Association, c/o David Hamelin, PO Box 1715, Bristol, CT 06011-1715

For more information, please contact:

Kelly Stevens – Arts & Crafts Coordinator - Phone: 860-921-2960 – kastevens65@gmail.com

Jesse Jablon – Food Vendor Coordinator – Phone: 860-620-2771 - westendbristol@gmail.com

David Hamelin – West End Association President - westendbristol@gmail.com

Date Received	Cash/Check #	Name on Check	Amount Rec'd

Rec'd By: _____