JOIN US AS A VENDOR FOR THE UPCOMING

ROCKWELL PARK SUMMER FESTIVAL

SATURDAY AUGUST 20TH, 2022

PRESENTED BY

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

WEST END ASSOCIATION

Inspired By Pride

Festival Hours Set-Up: 7 am – 10 am (must check in before 9)
Exhibit Time: 10 am – 6 pm (breakdown no earlier than 5:30 – no exceptions)

Applicants hereby agree to remain open, in business, and in their booth during Festival 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 their control.

Fees:

1. **Booth Space A**: Price for a 12' x 12' **NON-PROFIT** booth will be **FREE**.
2. **Booth Space B**: Price for a 12' x 12' **Craft/Retail** booth will be **$40.00.**
3. **Booth Space C**: Price for a 12' x 12' **Food Booth** will be **$75.00**.
4. **Booth Space D**: Price for a 12' x 24' **Food Booth** or **truck parking space** will be **$125.00**.
5. Electricity will NOT be available to crafters/retail. Electricity MAY be available to food vendors. Please contact the West End Association for needs and availability.
6. Reservations and preferred booth locations will be available on a first paid, first served basis. There will be no refunds under any circumstances.
7. Your organization is prohibited from subleasing any booth space.
8. Application must be accompanied by check or money order made payable to:
   West End Association (a $25.00 fee will be charged for NSF checks).
   All applications are subject to approval before acceptance.

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 are responsible for supplying, setting up and removing all equipment, tables, chairs, canopy, and goods.

FOOD VENDORS ONLY

3. Permits are required for vendors who prepare food on site (no permit required for pre-packaged items). You MUST contact the Bristol/Burlington Health District at 860-584-7682 or www.bbhd.org.
4. Two Certificates of Liability Insurance are required with the following named as additional insured and certificate holders: West End Association, **PO Box 2844,** Bristol, CT 06011 AND the City of Bristol Parks and Recreation Department, 2nd Floor, City Hall, 111 North Main St., Bristol, CT 06010.
5. West End Association reserves the right to limit types of food sold.

Display, Refuse & Sanitation:

1. All booth spaces must be kept clean during the Festival and after tear down. Trash must be discarded in an assigned area by YOU.
2. For safety purposes, your Organization is responsible for covering exposed cords, etc. The **Rockwell Park Summer Festival** will not be responsible for loss or damage to your property during show hours. Your Organization assumes all risks and liabilities
3. Portable restrooms will be on-site.
4. 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:

1. Activity and cost (if any) must be submitted on the contract below for approval
2. Items used must not be of a dangerous nature. The use of sharp objects is prohibited.

Check In & Parking: (Please see attached map for more information)

Stop to check in and receive your space assignment. A volunteer in a lime green shirt will direct you to your booth space. You will receive a single parking pass upon arrival for the designated reserved parking area. Limited reserved handicapped parking is available upon request and must be pre- reserved.

1. NON-PROFIT, CRAFTS & RETAIL VENDORS: **Enter the Park via Dutton Road**
2. ON-SITE FOOD VENDORS: **Enter the Park via Steele Road.**

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, as indicated on Page 1 of this Application. If another size is required by your organization, please specify: _____

List of Products and/or Services:
You must list all products/information that you will be selling/displaying at the Festival.

_____

_____

_____

Children's Activity:
If your organization/club offers a children's activity during Festival hours, please give a detailed description of that activity.

_____

_____

_____ _____
Vendor Signature Date

If you have any questions, please email WestEndBristol@gmail.com

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

Please complete, sign and **return** this application page with fee as noted on Vendor Agreement to the address below **by August 1, 2022**.

Mailing Address: West End Association, PO Box 2844, Bristol, CT 06011 For more information, please contact:
Jesse Jablon – Arts & Crafts Coordinator - Phone: 860-620-2771
Jesse Jablon – Food Vendor Coordinator – Phone: 860-620-2771
David Hamelin – Music and stage Coordinator – Phone: 860-583-9581
Hilary Stoudt – West End Association President – Phone: 860-614-6827.

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

Rec'd By: _____