



CHRISTMAS TOWN FESTIVAL

in BETHLEHEM, CONNECTICUT

2017 FESTIVAL

FRIDAY, DEC. 1
5 pm - 10 pm

SATURDAY, DEC. 2
9:30 am - 4 pm

Contact: Pat Schmeer
P.O. Box 160, Bethlehem, CT 06751 | Phone: 203-266-7547
Email: smolkis@yahoo.com

OUTDOOR CRAFT VENDOR APPLICATION

BUSINESS NAME _____ On Web? ___ On Facebook? ___

CONTACT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE (Daytime) _____ (Evening) _____

EMAIL _____

*Detailed description of items to be sold.
(Attach separate sheet as needed.)*

OUTDOOR SPACE REQUESTED

Booth 12 x 12 \$ 120.00 \$ _____

Truck/Trailer \$ 200.00 \$ _____

Electricity Required? YES NO
(Bring your own generator(s) and cords.)

INSURANCE REQUIREMENTS

ALL CRAFT VENDORS ARE REQUIRED TO HAVE A VALID INSURANCE CERTIFICATE enclosed with this application. Craft vendors without their own Insurance Certificate must purchase the \$30.00 insurance through the festival committee at the time of application.

Insurance \$ 30.00

(If applicable) See Rules on Page 2 for details.

TOTAL AMOUNT DUE \$ _____

A \$25.00 charge assessed for any returned check.

✓ Read all Festival Rules and Guidelines on Page 2, and sign Vendor Agreement. Complete Vendor Application.

✓ Enclose Total Amount Due with Page 1 and Page 2. Make CHECK or MONEY ORDER payable to:

CHRISTMAS TOWN FESTIVAL COMMITTEE

✓ Mail to: Christmas Town Festival
Attention: "Outdoor Craft Coordinator"
P.O. Box 160, Bethlehem, CT 06751-0169

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FESTIVAL RULES for VENDORS

RULES for ALL VENDORS

Applications should be received no later than October 31. Applications received after November 10 may not be accepted. No applications will be accepted on the day of the festival.

Fees ARE NOT REFUNDED after September 15. No-shows forfeit all fees paid.

ALL VENDORS must attach four representative pictures of their food or craft items and display space.

Applications submitted without the proper signature and payment will not be accepted.

The festival will be held regardless of weather; therefore there will be no alternate dates.

New items will be on a first come-first served basis, subject to committee approval. To ensure the continued enjoyment of festival goers, we will continue to minimize duplication of foods and craft items offered for sale.

Only items listed on your application and approved by the festival committee will be allowed for sale. You will be required to remove any items included in your display that are not listed and approved.

Fees grant space rental for Friday and Saturday. One day rentals are not available. You must attend your display during all festival hours for Friday and Saturday.

Vendors will be allowed to set up starting at 12 noon on Friday, with set up completed before the start of the Festival at 5 p.m.

All buildings are secured on Friday at 10:00 p.m. and will reopen on Saturday at 10:00 a.m.

Vendors must remain set up until the close of the festival (Saturday at 4:00 p.m.). If you arrive late or leave early you will not be welcomed back to future festivals.

PROHIBITED ITEMS

Wholesale or mass produced items, knives, firearms, alcoholic beverages, and any item not in keeping with a family event are strictly prohibited from the festival.

SPECIAL RULES for CRAFT or FOOD VENDORS

ALL outdoor vendors MUST provide their own tables, tents, etc. ALL indoor vendors may rent tables from the festival committee at a reasonable fee. Additional tables or furniture MAY NOT be used to extend allotted space.

ALL craft items must be at least 75% hand-crafted. No mass produced or manufactured craft items are allowed.

All food vending will be inspected by the Torrington Area Health District to ensure compliance with all rules and regulations. For more information call the Health District at (860) 489-0436 or email at info@tahd.org.

Indoor space is allocated on a FIRST COME/FIRST SERVED basis, and on a "front footage" basis with a minimum of 6 feet and a maximum of 12 feet per vendor. A limited number of outdoor spaces are available for tents, food trucks, trailers, etc.

Indoor vendors requiring electricity must provide their own commercial grade power cords. Outdoor vendors must provide their own generators and commercial grade power cords. All electrical or gas powered fixtures are subject to inspection and approval by the Fire Marshall.

ALL FOOD VENDORS ARE REQUIRED TO HAVE A VALID INSURANCE CERTIFICATE enclosed with this application, naming the Christmas Town Festival Committee and the Town of Bethlehem as additional insured. Minimum coverage is \$300,000.

ALL CRAFT VENDORS ARE REQUIRED TO HAVE A VALID INSURANCE CERTIFICATE enclosed with this application. Craft vendors without their own Insurance Certificate must pay the \$30. insurance through the festival committee at the time of application.

Applications not accompanied by a valid insurance certificate or the \$30.00 insurance fee will not be accepted.

RESTRICTED ITEMS

Apple cider, roasted chestnuts, and other special items sold by the festival committee or town organizations may not be duplicated.

I hereby agree to follow all the rules of the Festival and all Federal, State and Local Laws and Regulations. I understand that the Festival will be held on the specified dates, regardless of the weather and that there are no alternate dates or refunds due to the weather.

VENDOR APPLICANT'S SIGNATURE: _____

TITLE: _____ **DATE:** _____