

CHRISTMAS TOWN FESTIVAL; BETHLEHEM, CT 2024 RULES for VENDORS

Vendor Applications will not be processed without this signed form.

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 NEW VENDORS must detail their products in the space provided on the application and attach four representative pictures of their food or craft items and display space.

and a certificate of insurance (if required) will not be accepted. Applications submitted without a signed Rules For Vendors Form, the proper payment,

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 9:30 p.m. and will reopen on Saturday for vendors by 9:00 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.

All vendors are responsible for the collection and reporting of CT State Sales Tax where applicable.

PROHIBITED ITEMS

Wholesale or mass produced items, knives, firearms, alcoholic beverages, cannabis products, home improvement products (windows, doors, siding, roofing, gutters, etc.), and any item not in keeping with a family event are strictly prohibited.

RESTRICTED ITEMS

Hot apple cider, chicken tenders, fried dough, chili, fresh cut fries, and baked potatoes may not be duplicated, since they are sold by the festival committee or non-profit town organizations.

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.

BUSINESS NAME (Please print): _____

VENDOR APPLICANT'S SIGNATURE: _____

TITLE: _____ **DATE:** _____

ALL outdoor vendors MUST provide their own tables, tents, etc. ALL indoor vendors may rent 8' tables from the festival committee at a reasonable fee. Additional tables or furniture MAY NOT be used to extend allotted space.

All the items being sold must be hand-crafted. No mass produced or manufactured craft items are allowed.

All vendors selling food (prepared on-site or off-site) must contact Torrington Area Health to obtain necessary permits. For more information call the Health District at (860) 489-0436 or email at info@tahd.org.

Indoor space is allocated on a "front footage" basis with a minimum of 6 feet. Most spaces are 5 to 6 feet deep. Your table and display must fit within this space. A limited number of outdoor spaces are available for tents, food trucks, trailers, etc.

All vendors requiring electricity must provide their own commercial grade power cords. There are limited outside electrical outlets. Once they are all reserved, outdoor vendors must provide their own generators for electrical power. All electrical or gas powered fixtures are subject to inspection and approval by the Fire Marshall.

INSURANCE

ALL VENDORS SELLING FOOD (for human or animal consumption) ARE REQUIRED TO HAVE INSURANCE in effect for the dates of the festival and to provide a certificate of insurance naming the Town of Bethlehem as an additional insured. Minimum coverage is \$1,000,000 Commercial General Liability, \$50,000 Damage to Rented Premises, Product Liability: Included

This insurance requirement applies to food that is prepared on site and to packaged food prepared off site,

There is no insurance requirement for craft vendors not selling food items. However, all vendors are encouraged to have their own insurance to protect themselves.

SAFETY and MISCELLANEOUS

- Vendors are to cleanup all the trash they create
- Nothing is to be in aisles creating a trip hazard
- Vendors are to stay within their space, not in aisles
- Nothing is to be attached to building walls
- Racks are to be free standing and must not lean against walls
- Table cloths hanging to floor must be tucked in under table legs
- Vendors are permitted to use indoor rest rooms
- Children using rest rooms must be accompanied by an adult
- Alcoholic beverages are prohibited at the festival
- Cannabis products are prohibited at the festival.