BELLS, BOATS, & BIRTH OF A NATION AMERICA 250 – 2026

EAST HAMPTON OLD HOME DAYS ASSOCIATION

FOOD VENDORS CONTRACT – JULY 9, 10, and 11, 2026

BEVIN PARK GROUNDS, CENTER SCHOOL, 7 SUMMIT STREET, EAST HAMPTON, CT 06424

PLEASE FILL IN ALL BLANKS. CONTRACTS MUST BE POSTMARKED BY JUNE 1, 2026

FEE PAYMENTS MUST BE RECEIVED BY JULY 1, 2026

ATTENTION: For 2026 New Food Booths only: ***Linda Wallace, Chair, will contact you upon receipt of your contract as to whether or not there is room for your NEW FOOD booth. This depends upon the type of food and if there are any spaces left. Do not send a check until your contract has been accepted. You will be contacted personally. THIS DOES NOT PERTAIN TO RETURNING FOOD BOOTH VENDORS!***

Print Contact Name: _____Print On-site Contact Name: _____

Business Name or Organization: _____

Address: Street _____ City _____ State _____ Zip _____

Business Telephone: _____ On-site Cell: _____

Please check one choice for electricity needs:

_____ no electricity needed

_____ 110-volt connection $25 each _____ number of connections $_____ Total

_____ 220-volt connection $100 each _____ number of connections $_____ Total

FEE SCHEDULE: Please check one:

_____ **Food vendor (for-profit) – $500** _____ *First Timer Food Vendor (for-profit) – $350*

_____ **Food vendor (non-profit) – $350** _____ *First Timer Food Vendor (non-profit) – $200*

Detailed Description of your menu to be sold: (use the reverse of this sheet to continue your description.)

_____

_____(over)

REQUIRED: Footprint measurements of any additional vehicle, truck, trailer, etc. that will be used in the operation of your booth and type of vehicle: _____

REQUIRED: 1st Timers: Please send 2-3 photos with contract to show examples of the menu to be sold. _____

I HAVE READ THE FOOD BOOTH INFORMATION FOUND ON PAGES 1-7 AND UNDERSTAND IT IN FULL. I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED. I HAVE READ AND AGREE TO THE TERMS OF THE OLD HOME DAYS ASSOCIATION (REFERRED TO HEREAFTER AS "OHDA") REGULATIONS, FEES, AND OTHER INFORMATION THAT GOVERNS MY PENDING APPROVAL AS A VENDOR FOR OLD HOME DAYS ON JULY 9, 10, AND 11, 2026. I CERTIFY THAT I AM THE RESPONSIBLE PARTY AND WILL BE ON-SITE DURING THE EVENT TO ENSURE PROPER PROCEDURES AND CLEANLINESS.

Signature _____Print_____ Date _____

For OHDA volunteer only: Contract rec'd _____ Electricity _____ Electricity fee $_____ Balance Due $_____

Insurance certificate rec'd _____ Hold Harmless contract rec'd _____ Check date _____ Check #_____ COMPLETE & PAID_____

NOTE: The Vendors Chair contact e-mail for 2026 Linda Wallace, is **Vendors.EHOHD@aol.com**

Please register by mail or email by completing the application/contract found online at our website: EHOHD.org

1. The application/contract is found on page one (1) of this document. **First-time vendors** will be notified by e-mail regarding your acceptance by the Vendors and Booth Chair, Linda Wallace. **Returning Food booths** will generally be assigned to their usual location; whereas any new food booth vendor will be contacted by email or telephone call as to your location.

IMPORTANT DEADLINES – NEW POLICY

The person in charge of the booth/vendor or canopy area must complete the official contract. The contract MUST be submitted to Linda Wallace, Vendors and Booths Chair at PO Box 124, Cobalt, CT 06414, or by e-mail to **Vendors.EHOHD@aol.com BY June 1, 2026.** **NO contract will be accepted after Tuesday, June 9** (30 days before the first day of the Old Home Days event, July 9th). **This is also the required final date for food/beverage vendors to COMPLETE and submit the *Temporary Food License Application* to the Chatham Health District.**
The Temporary Food License Application must now be completed online: **www.chathamhealth.org. There is a simple-to-follow Temporary Food License Application Guidebook** which gives you step-by-step directions and includes a checklist. ***Do this now; do not wait; we lost food booth vendors in the past because of submitting too late!*** Any questions can be directed to the Chatham Health Dept. personnel at:

Chatham Health Dept.
240 Middletown Avenue, Unit 123, East Hampton, CT 06424
Phone: (860) 365-0884 Fax: (860) 365-0885
SCHEDULE: Monday, Wednesday, Thursday 8:30 AM - 4:30 PM Tuesday 8:30 AM - 6:00 PM
Friday 8:30 AM - 12:00 PM

2. **READ THIS CAREFULLY:** A **signed contract** is required to reserve your booth space. This CONTRACT must be received on or before June 1, 2026, and the FEE balance is due July 1, 2026. No Exceptions!
3. **Tents /Canopies**: Vendors must provide their own professionally-made tents/ canopies, generally 10' x 10' or 10' x 20' per space. Tents or canopies must be adequately staked to the ground to avoid problems with wind and/or rain. All vendors must also provide their own chairs, tables, etc. Only space is provided by OHDA.
4. **Food Booths** must be set up by 4:00 PM on Thursday, July 9, 2026, for **Health and Fire Departments Inspections.** Set-up for Saturday must be done by 9:00 AM. Due to the Saturday parade, many streets are closed, and you will not have vehicle access to the grounds after 10:00 AM.
5. **Any food booth can set up as early as Sunday, July 6th, the weekend before the Old Home Days Celebration** at the risk of the owners/operators. Please contact Linda Wallace at 860-685-1361 (cell) to advise her that you will be setting up early. The earlier food booths are set up, the better.

GENERAL REGULATIONS

1. The festivities will be held rain or shine.
2. By partaking in the 2026 Old Home Days event, you agree to defend, indemnify, save, and hold OHDA harmless from any and all demands, liabilities, losses, costs, and claims, including reasonable attorney's fees associated with your participation in this year's festivities. *New this year: all food vendors must sign the **Hold Harmless contract (Page 5)**.*
3. **Any personnel/volunteers/vendors with undiagnosed fever, diarrhea, vomiting, etc. are prohibited from working 72 hours after they become symptomatic. If there are any questions regarding this, please contact Chatham Health District at 860-365-0884.**
4. The Old Home Days Association (OHDA) has the exclusive right to sell soft drinks and water. Barring approval from the OHDA, no other vendors are permitted to sell liquid refreshments from their booths.
5. All booths are working in conjunction with the OHDA and are under their supervision.
6. All Food Vendors are responsible for knowing and must comply with all federal, state, and local statutes.

7. The OHDA is not responsible for any lost or stolen merchandise or other items.
8. Only the item(s) specified in this contract may be sold at your booth. No other items may be sold at any time.
9. There may be similar food vendors accepted to be vendors, but the OHDA will attempt to be selective in the number of similar vendors. For example, there may be more than one vendor selling food with a chicken base (ex, chicken tacos and fried chicken) or pork base and the like, or different types of fish products, etc. For example, we would only have one ice cream booth, but may have Italian Ice, or a Smoothie booth, etc.
10. Any vendor observed selling or giving any items not contracted with the OHDA may be asked to leave the grounds immediately. Should that arise, no refund will be provided.
11. No food booth vendor may sublet their booth to another private party. This will be strictly enforced.
12. The OHDA reserves the right to inspect your booth at any time between set-up and take-down and at any time the OHDA receives a legitimate complaint(s), such legitimacy to be determined by the OHDA.
13. All Vendors are required to keep their area clean and free of hazards at all times. No vendor is permitted to leave or discard their trash or cartons at their booth. **All booth trash and trash from the vendor's activities must be removed by the vendor, except for the public's trash accumulated in the trash cans provided for the public's use. OHDA will have volunteers remove trashcan contents as needed.**
14. Vendors may not place items for display or sale out of their designated area or in any walkway or aisle. Aisles and walkways are to always be kept clear for customer traffic.
15. All vendors are required to have hand sanitizer at each booth.
16. **PETS**: No dogs/pets will be allowed on the premises of the Bevin Park (Center School) grounds unless the animal is a *registered companion or guide dog*. *Registered companions and guide dogs* are encouraged to attend but must wear their official vests. Owners must have a copy of permit for identification. This will be strictly enforced.
17. **OPERATION OF VENDOR SPACE:** Courtesy and politeness to the public is mandatory. OHDA patrons shall not be disturbed or hindered in any way by the vendors or their agents, or subjected to offensive or obscene conduct or profane language. Any violation of these rules may result in immediate dismissal or cancellation of the contract and removal of possessions from the vending space. No game, show, or sale of novelties shall be permitted at the vendor's area that does not meet with the approval of the OHDA. No vendor shall operate in a manner that presents a safety hazard or nuisance to the patrons or general public. If the OHDA deems that this directive is violated, the operation will be suspended until corrections are made to the satisfaction of the Management of the OHDA. False or misleading advertising by banner, word of mouth, or otherwise is prohibited.
18. **PROHIBITED ITEMS:** THE SALE OF FIREARMS, AMMUNITION, EXPLOSIVE MATERIALS, CHEMICALS, PORNOGRAPHIC or OFFENSIVE MATERIALS, LIVESTOCK, PETS, DRUGS OR DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, FIREWORKS, PIERCING, SILLY STRING, OR ANY SERVICE THAT MAY BE DEEMED OFFENSIVE BY MANAGEMENT IS ADDITIONALLY STRICTLY PROHIBITED. MANAGEMENT RESERVES THE RIGHT TO HAVE ANY ITEM OR ITEMS REMOVED FROM SALE AT ITS SOLE DISCRETION.

Please note that the beverage (beer) booth on the property of the Airline Bicycle Shop (previously occupied by the East Hampton American Legion) is not located on the Old Home Days official grounds, and the East Hampton VFW Post 5095 is selling its beverages independently from the OHDA.

FOOD BOOTH REGULATIONS

1. A copy of the CFPM or **Temporary Event Training Certificate** is required for the person in charge.
2. If your booth is for the preparation/serving of consumable (food/beverage) items, you are responsible for the temporary food license/complying with all requirements. This includes the license application, a food booth checklist, a temporary event log that lists all employees/volunteers, and any other requirements of the Chatham Health District.
3. A list of all employees/volunteers' names, addresses, and phone numbers. Dates and times of shifts worked, and duties are required by Chatham Health District. **Please provide a copy for the Vendors and Booths Chair as well.**
4. Only those items approved by OHDA and approved by the Chatham Health District will be permitted to be sold.
5. Please direct all questions regarding the food inspections and requirements to the Chatham Health Department

at **https://www.chathamhealth.org.** or by calling 860-365-0884.

6. No home-cooked foods or foods prepared in an unapproved facility are permitted.
7. No wastewater or grease is permitted to be disposed of on the ground or down a storm drain. Wastewater and grease containers will be provided for your use.
8. For personal hygiene of the personnel working at the food/beverage booth, effective hair restraints, such as a hat or hairnet, are required. Clean outer clothes must include an apron. No exposed open wounds/cuts (must be properly bandaged).
9. All vendors are required by contract to provide your services to the public during all Old Home Day hours: Thursday: 6:00 PM- 10:00 PM; Friday: 6:00 PM-11:00 PM; and Saturday: 12:30 PM-11:00 PM.
10. All vendors are required to wear food-grade gloves when handling food and/or beverages.
11. It is suggested that each vendor appoint a different individual to handle money in the interest of health safety.
12. SMOKING is strictly prohibited inside any food booth.
13. All Food Safety requirements/regulations must be followed.

ELECTRICITY

1. If you request on your contract, your booth will be provided with one or more **110-volt service** (20-amp plug). The fee for this service connection and usage is $25 for each 110-volt service, which covers all 3 days.
2. If your booth requires **220-volt service**, you will be required to pay $100 for each service connection.
3. Each booth must be equipped with a ground fault protector.

SPECIAL ELECTRICAL HOOK-UPS: Any booth requiring special electrical hookups will have to contract with the site Electrician (name and contact information will be provided upon request). The OHDA will not be responsible for the cost of properly hooking up a booth. This request must be submitted by June 1, 2026. Failure to meet this deadline may result in no electricity being available and/or provided for your booth. If your booth has requested electricity, it will be in place by 4 PM on Thursday, July 9, 2026, barring any unforeseen circumstances.

FIRE MARSHALL REQUIREMENTS

1. Per order of the East Hampton Fire Marshall, all **propane gas tanks and hoses** must be properly secured and will be inspected. All booths must have a properly working and inspected fire extinguisher. Open grills should be in open-air space.
2. Any questions regarding the above or of this nature should be directed to the East Hampton Fire Marshall at 860-267-0088 or **firemarshall@easthamptonct.org.**

FOOD BOOTH INSURANCE

1. Food Booth Vendors are required to purchase, at their own expense, the insurance coverage identified below in an amount equal to or in excess of the policy limits stipulated. All Vendors agree to supply the OHDA with a valid Certificate of Insurance evidencing said insurance coverage and amounts with insurance companies that have an A.M. Best rating of B+ or better:

COMMERCIAL GENERAL LIABILITY INSURANCE
with the following minimum limits and extensions of coverage:
Personal Injury and Property Damage: $1,000,000 per occurrence and $2,000,000 aggregate
Coverage Extensions: Premises/Operations CoverageBlanket Contractual Coverage
Products/Completed Operations CoverageBroad Form
Property Damage Coverage
COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE
with the following minimum limits and extensions of coverage:
Bodily Injury and Property damage: $1,000,000 per occurrence and $2,000,000 aggregate

EAST HAMPTON OLD HOME DAYS ASSOCIATION
TOWN OF EAST HAMPTON, CONNECTICUT

For all merchandise vendors and food booth operators

HOLD HARMLESS AGREEMENT

Date(s) of use: July ___, 2026 to July ___, 2026 (Use setup date through take down date)

This Hold Harmless Agreement must be completed and signed by the applicant seeking to use the Bevin Park (Center School) grounds, located at or adjacent to 7 Summit Street, East Hampton, CT 06424 during the "East Hampton Old Home Days" events (the premises).

PLEASE PRINT:

Applicant, _____, hereby agrees that it shall, at all times, defend, and indemnify, protect, and save harmless, the Town of East Hampton and its officers, agents, and employees, the East Hampton Board of Education and its officers, agents, and employees, and the East Hampton Old Home Days Association and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost, and expenses (including but not limited to attorney fees) arising out of injuries to any person, part or entity, Vendor is responsible for carrying the appropriate insurance for their business and is responsible for carrying the appropriate licensing for their business.

The vendor is responsible for carrying the appropriate insurance for their business and is responsible for carrying the appropriate licensing for their business. The Old Home Days Association, the Town of East Hampton, and the East Hampton Board of Education do not carry insurance of any kind to cover the vendor's losses, including personal injuries and material damage, for their business.

(Please fill in all spaces)
Business Name:
_____

Contact Information:

Address: _____

Telephone number: _____ Cell: _____
E-mail: _____

Do you carry appropriate insurance as described in the above paragraph beginning with the word: Applicant

Yes __ No __

If you carry appropriate insurance, name and address of insurance company:

Insurance Company _____ Address _____
Policy Number _____ Dates in effect _____

Applicant's Signature _____Print _____ Date: _____

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

YOUR INSURANCE COMPANY

& ADDRESS

CONTACT NAME:

PHONE (A/C, No, Ext): FAX (A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

YOUR NAME & ADDRESS

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
	General Liability						MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	
	DED / RETENTION $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)						E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY						Each Claim Limit	$3,000
							Aggregate Limit	$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

The Town of East Hampton,
The East Hampton Board of Education,
East Hampton Old Home Days Corp.
PO Box 213
East Hampton, CT 06424

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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2. The Vendor's liability policy must state that this insurance is primary and non-contributory. The Certificate of Insurance must be received by the OHDA on or before June 1, 2026.

THE **CERTIFICATE OF INSURANCE** MUST SHOW $2,000,000 of general liability and auto liability coverage. The certificate of insurance must show three (3) holders: The **Town of East Hampton**, the **East Hampton Board of Education,** and the **East Hampton Old Home Days Association**, PO Box 213, East Hampton, CT 06424 as the insured. **This is required of all Food booths. Use the sample insurance form below to be sure the information is correct.**

NOTE: Please mail to Linda Wallace, PO Box 124, Cobalt, CT 06414. Vendor is responsible for carrying the appropriate insurance for their business and is responsible for carrying the appropriate licensing for their business. Vendors are responsible to collect and report the appropriate sales tax where applicable.

3. **DAMAGE-LOSS-INJURY** – All reasonable precautions against damage, loss, or injury by fire, water, storm, strikes, or Acts of God will be provided. The OHDA DOES NOT insure nor does it assume any liability for the safety or **property from theft, damage, injury, or vandalism**. Each vendor shall secure all valuable materials or merchandise during the OHDA hours of operation and then remove all materials by the end of the operation. The OHDA's insurance policy does not cover the liabilities of vendors/exhibitors. Leaving any valuables, materials, merchandise, and the like overnight is at the operator's own risk. The OHDA is not responsible for any items left overnight. Security is only provided on Friday and Saturday nights.

CONTRACT & FEES:

OHDA Food Booth FEE SCHEDULE can be found on the contract on page 1 of this document.

1. **Contracts (page 1) with electricity needs are due by June 1, 2026**. All payments are non-refundable and are due no later than July 1, 2026.
   PLEASE NOTE: All payments must be made by check.
2. Previous food booth vendors will most likely be placed in their previous locations; however, this is not a guarantee due to the number of booths and other grounds considerations.
3. **Only one (1) crafter/merchandiser per booth**; there is no space-sharing permitted. Spaces will be approximately 10' x 10' or 10' x 20'.
4. Only professionally made tents/canopies will be allowed, and they are **mandatory**. Canopies/tents must remain inside your marked space. Your canopy/tent, items, boxes, etc., must not go outside of your assigned space.
5. **Footprint Area Required**: If bringing a truck, trailer, or the like, the measurement of the footprint area must be included in the contract. This will help the chair know how to place the operation of your booth for the best location according to the size of your vehicle, truck, trailer, or the like.
6. **No refunds** will be given once the OHDA accepts the contract and fees.
7. Please remit your liability insurance certificate with your signed contract by the deadline of July 1, 2026. Failure to meet this deadline may result in losing your space. We operate on a space-available basis and reserve the right to limit the number of similar food, product, and service vendors. You can send proof of liability insurance by email or by snail mail. If sending by snail mail, please send to:
   East Hampton Old Home Days Association, c/o Linda Wallace, PO Box 124, Cobalt, CT 06414

CANCELLATION

It is mutually understood and agreed that in the event of fire, windstorm, Act of God, Act of War, or Public Authority, riot, accident, strike, scarcity of energy, virus pandemic, or any disaster beyond the control or power of either party, preventing the holding of the OHDA festivities in full or part, neither party shall hold the other liable for damages of any kind.

PARKING

1. Please note that all vehicles must be off the grounds during the festivities. Limited parking spots will be available to supply food booth vehicles. Food vendors are obligated to remain on the grounds until the event's closing time, but you will not be able to bring additional vehicles onto the grounds until after the festival closes. Keep in mind that the grounds are generally inactive on Saturday until after the parade ends at about 12:30-1:00 PM, but vendors are free to open anytime in the morning.
2. Additional parking will be available at the Chatham Museum (on Bevins Blvd) for a nominal fee.

The Old Home Days Association hopes that all our merchandise and food vendors have a successful operation during "Bells, Boats, & Birth of Our Nation" . . . "America 250", "Glorious Celebration".

For answers to any questions, please contact:

LINDA WALLACE, OHD VENDORS CHAIR at Vendors.EHOHD@aol.com

Or call or text: Cell 860-685-1361