



North Branford Potato & Corn Festival

www.northbranfordpocofestival.com

August 4, 5, & 6, 2023

2023 CRAFT VENDOR CONTRACT

Can only Check One option below

One Day Handmade Vendor (Sunday only) \$40.00 + Raffle Basket Donation with Retail Value of \$20.00 Minimum

“One Day Vendors” will be located in the designated “Crafters Care” area, separate from the festival arena (no Corporate or Direct Sales in this area). Vendors applying for the One Day Vendor event must be handmade only – no Direct Sales. Booth space will be 10’ x 10’. Vendors will be loaded in as they arrive. Cars are allowed to pull up to your space, unload, and then must be removed prior to 10:30 am. Parking for vendors will be marked accordingly. Set up begins at 9:00 am on Sunday and vendors may not break down until 5:00 pm.

Full Weekend – (Friday, Saturday and Sunday) Handmade or Direct Sales (\$100.00)

“Full Weekend” Vendors will be located in the festival arena and will be set up the entire length of the festival. Vendors in this area may be both handmade as well as Corporate or Direct Sale representatives. Additional details and requirements for Full Weekend Vendors can be found below.

** There may be other Vendors selling similar products and/or the same product(s), The Festival committee reserves the right to accept or reject any product(s) and or application(s).

Festival Hours

Friday, Aug. 4 from 5 to 10 p.m.* (1 to 4 p.m. for Rec Camp visitors only)

Saturday, Aug. 5 from 11 a.m. to 11 p.m.* (may close after fireworks)

Sunday, Aug. 6 from 11 a.m. to 5p.m. (10 p.m. if fireworks postponed)

**Amusements will remain open until 11 p.m.; Full Weekend vendors can opt to remain open*

1332 Middletown Ave. | Northford, CT | 06472
203-484-6017 | potatofest@townofnorthbranfordct.com
Held at Augur Park, Route 22, Northford, Connecticut



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Name: _____

Business Name: _____

CT Tax ID #: _____

* Unless exempt, you must have a valid tax registration number from the State of Connecticut, Department of Revenue Services and display it at your booth. Visit ct.gov/drs or call 800-382-9463 if you need to apply.

Address: _____

Cell Phone: _____ Phone: _____

Email: _____

Website: _____

May we link your web address to our website? Yes _____ No _____

This event is 10' X 10' outdoor booth space for all vendors

Vendors are fully responsible for their own tents, tables, chairs, displays, etc. No electricity will be provided, so please plan accordingly.

All tents must be weighted / tied down to prevent damage and for the safety of all participants.

Tent Requirements:

- All tents must be properly installed and secured to resist wind uplift.
- All tents must have flame resistant tag stating "NFPA-701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films" attached to it. (Copy of tag attached". (only if you are cooking or heating, or keeping products warm or hot) If applicable, this is a requirement
- Flame spread certificate must be filed with the Building Officials office. (only if a health permit is needed)

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Vendors will be able to pull onto the site for unloading and loading. All vehicles must be off craft area and in designated parking spaces by 10:30 AM on Sunday (Set up may begin at 9:00 AM)

All vendors will be spaced out, providing enough safe distance between booths

It is at the discretion of each vendor if you wish for shoppers to handle your products, hand out samples (food related) or allow shoppers to try on items (if applicable)

When applying for either One Day Vendor or Full Weekend Vendor, a photo of your item(s) must be attached with your application, including a photo of a recent booth setup,

PRODUCT CATEGORY: HANDCRAFTED ONLY – VENDORS WILL BE LIMITED TO ONE (1) CATEGORY ONLY PLEASE

- o ART / BOOKS / MUSIC / MULTI MEDIA ART
- o BATH / BEAUTY (SOAPS, SCRUBS, LOTIONS, BALMS, ETC) – MUST PROVIDE A COPY OF DCP LICENSE
- o BAKED GOODS – MUST BE PACKAGED OFF PREMISES; MUST PROVIDE A COPY OF COTTAGE LICENSE
- o CANDLES
- o CANDY (FUDGE, CHOCOLATES, COVERED FRUIT) – MUST BE PACKAGED OFF PREMISES; MUST PROVIDE A COPY OF COTTAGE LICENSE or Health permit
- o CERAMICS / POTTERY
- o CLOTHING
- o CROCHET / KNITTING / SEWN ITEMS
- o FOOD PRODUCTS (NUTS, GRANOLA, SAUCE, OILS, ETC) – MUST BE PACKAGED OFF PREMISES; MUST PROVIDE A COPY OF COTTAGE LICENSE or Health permit
- o JEWELRY – PLEASE SPECIFY TYPE (IE BEADED, SILVER, GLASS) _____
- o PET RELATED PRODUCTS (TREATS, COLLARS, LEASHES, CLOTHING
- o PHOTOGRAPHY / PHOTOGRAPHIC ART / PRINTS
- o STAINED GLASS / GLASSWARE / PAINTED GLASSWARE
- o ACRYLIC / RESIN WORK / WOOD

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Number of 10' x 10' spots: _____ Total \$ _____

Battery operated LED lighting is permitted.

Checks to be made payable to "Town of North Branford" and mailed to NB Recreation Department, attn: PoCo, 1332 Middletown Ave., Northford, CT 06472. or on our website, www.Northbranfordpocofestival.com Keep a copy for your records, including the craft vendor information and guidelines.

Name

Signature

Date

2023 VENDOR GUIDELINES & REQUIREMENTS

General Requirements & Setup For Full Weekend Vendors Only

- Set up will can begin Wednesday August 2 from 9a.m. setup must be done by 7 p.m. Earlier set-up times can be available by appointment. A limited number of Thursday set-up time slots are available on a first-come first-serve basis. All setup must be completed by Friday August 4, by 1230pm
- No vehicles will be allowed to enter or park on the festival grounds after 12:30pm. on Friday until Festival's closing Sunday evening at 5 p.m. (10 p.m. if fireworks are postponed) NO vehicles are allowed on site after 12pm on Friday.
- Booth inspections will be held throughout the day Friday, Aug.4. ***All vendors must stay with your booth until you have been inspected by the Fire Marshal and Building Inspector and, if required, by the Health Department. If you are not at your area when the inspectors are there, you will NOT be allowed to open and will forfeit your vendor fee.*** Additional daily inspections will also be conducted during the event.
- **Tents:** All tents must be properly installed and secured to resist wind uplift. Flame spread certificate must be on file with the Building Official. Blue type tarps will not be allowed.
- **Lighting:** All lighting must be LED. and battery operated only (if needed)

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- **Fire extinguishers.** One 5-pound dry chemical fire extinguisher is required at each booth. (if you are using heat lamps, candles, warmers, etc)
- Generators may be permitted. (Subject to coordinator permission and must be under 65 db)
- Vendors are responsible for their own tables, chairs, and covers for electrical cords (12 gauge), running along the ground.
- A clear path must be maintained for egress. Stock must be kept under tables.
- Vendors are responsible for the storing and safekeeping of their equipment and personal property at all times during the festival. The Town shall not be responsible for damage to Vendor's equipment or property.
- **All booths must be open by 5 p.m. on Friday.**
- **A 20.00 Nonrefundable deposit is required by April 1, 2023.**

Temporary Health Permit

Any vendor planning on selling any type of food product (dipping sauces, jellies, etc.) or providing edible samples must acquire a permit from the East Shore District Health Department, **203-481-4233**, and a copy must be filed with the Vendor Committee. You will need to schedule an appointment for an inspection time for Friday, Aug. 4 between 8 a.m. and 4 p.m. directly with the Health Department. A Cottage license may be accepted pending approval from East shore Health.

Vendor must contact Health Department at least 2 weeks before event if selling food products or offering samples.

Parking

- Parking is limited. You will be issued one color-coded parking pass for each day, allowing ONE car per vendor space to park on-site. Vendors must distribute to those working each day. No exceptions
- On-site general parking is \$20. Any cars without a parking pass and do not wish to pay will be sent to our free shuttle lots. **Lost passes or failure to distribute passes to others manning your booth will result in having to pay for on-site parking or use of the free shuttles.**

Booth Locations

- The Vendor Committee will assign booth locations for full weekend vendors.
- Allocated space will be 10 feet x 10 feet per purchased space.
- Each vendor is responsible for the cleanup of his or her assigned space.
- You will be permitted to sell/ display only what is featured in your photos or what is listed on your application. The Committee reserves the right to restrict the sale of any item not listed on the application.

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- All lighting must be battery or solar and only LED lights.
- **NO halogen or incandescent bulbs allowed.**

Tent Requirements:

- All tents must be properly installed and secured to resist wind uplift.
- All tents must have flame resistant tag stating "NFPA-701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films" attached to it. (Copy of tag attached". (only necessary if you are cooking or heating, or keeping products warm or hot)
- Flame spread certificate must be filed with the Building Officials office. (only if a health permit is needed)

General Requirements:

- All extension cords must be a **minimum #12 gauge wire** and in good condition.
- All cords must be 3-wire type with proper grounding devices.
- All extension cords must be off the ground, protected from getting wet and approved by the Building Official. (see photo for example)

Inspections:

Inspections are being done by appointment. Vendors are responsible for being fully set up by their scheduled time. The vendor or a vendor's representative must be present for inspections. **All inspections must be completed no later than 3 p.m. Aug. 4, 2023. PLEASE NOTE: MISSED OR FAILED INSPECTIONS ARE SUBJECT TO A \$25 REINSPECTION FEE.**

All vendors MUST stay with your booth until you have been inspected by the Fire Marshal and Building Inspector. If you are not at your area when the inspectors are there, you will NOT be allowed to open and could forfeit your vendor fee.

If you have any questions, please feel free to contact the Building Department at 203-484-6008 or the Fire Marshal's Office at 203 484-6016.

Liability Insurance & Tax ID

- You must provide your own insurance or sign a liability waiver. Neither the Town of North Branford nor the Potato & Corn Festival Committee can or will be held responsible for damage, loss, or accidents.
- All vendors must meet all insurance requirements outlined in the attached document. See attached Insurance Requirements regarding Certificate of Insurance, which is required to be submitted by July 5, 2023.

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- Connecticut State law requires that each vendor collect sales tax on all items sold. You must obtain a Tax ID number from the State of Connecticut. This Tax ID number must be on the application **and** visible in your booth.

Breakdown

- **A limited number of vehicles** will be allowed on site beginning at **5:05 p.m on Sunday.** (10:15 if fireworks are postponed)
- If you desire, you may hand truck or carry your materials out on Sunday starting at 5:15 p.m. Breaking down of booths early is **not** permitted. This will jeopardize participation in the future. Vendors are to remain on site and open until the end of the entertainment each night.
- You are to remain open each day. However, you are **required** to remain **open and staffed** until **5 p.m. on Sunday ~ NO EXCEPTIONS!** *Failure to do so will jeopardize participation in the future. No early breakdowns.*

Vendor Agreement

- Vendor agrees to abide by the rules of the Potato and Corn Festival Committee.
- Vendor agrees to accept the space allocation made by the Potato and Corn Festival Committee.
- Vendor agrees to abide by the Cancellation Policy contained herein.
- Vendor agrees to waive all rights and release all claims that might be had against the Town of North Branford, its employees and agents, for any and all injuries or losses, which may be suffered because of my participating at the Potato and Corn Festival sponsored by the Town of North Branford.
- I give permission to have my photo taken and used for publicity purposes for the Town of North Branford and the North Branford Parks and Recreation Department.



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General Requirements & Setup For One Day Vendors Only

JURIED EVENT FOR HAND CRAFTED ARTISANS ONLY – NO DIRECT SALES PLEASE!

ORGANIZER LIMITS THE NUMBER OF VENDORS IN EACH CATEGORY TO ALLOW FOR VARIETY OF PRODUCTS TO OUR SHOPPERS, AS WELL AS FAIRNESS TO OTHER ARTISANS

Payment is required after approval of this application, You will have 7 days after to pay the event fee or you may lose your spot.

Deadline for submitting applications is April 1st, 2023

Vendors will need to return this signed application, a signed copy of the “Assumption of Risk, Release of Liability, and Indemnification” Waiver, and a copy of a valid CT Sales Tax ID Certificate. Any application missing information will not be accepted.

A Wait List will be maintained in the event a vendor is unable to attend/needs to cancel for any reason. Spaces for Sunday are limited.

Tent Requirements:

- All tents must be properly installed and secured to resist wind uplift. Your booth may be on pavement, weights or sandbags are required.
- All tents must have flame resistant tag stating “NFPA-701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films” attached to it. (Copy of tag attached”. (only if you are cooking or heating, or keeping products warm or hot)
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Cancellation Policy

Vendor agrees that no refunds will be claimed or made for any reason, including but not limited to the failure of the vendor to appear or cancellation by the vendor due to inclement weather. The only exception will be in the case of a full event cancellation by the PoCo Festival (including cancellation of the rain date), under which circumstances vendors will have the option to apply their fees to the 2024 Festival or receive a refund.

The Vendor acknowledges that they have been provided with and read the above Guidelines and Requirements for the 2023 Potato and Corn Festival and that the signature below confirms that they will comply with all of these guidelines and requirements during the Festival.

Name

Signature

Date

RELEASE OF LIABILITY

Vendor agrees to indemnify, defend and hold harmless, Town of North Branford, its Parks and Recreation Department, its Town Council, officers, employees, volunteers, agents and assigns (hereinafter "the Town") from and against any and all claims, demands, liability, judgments, awards, interest, attorney's fees, costs, experts' fees and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with Vendor's performance of this Agreement, whether in tort, contract or otherwise. This duty shall include, but not be limited to, claims for bodily injury, property damage, personal injury, and contractual damages or otherwise alleged to be caused to any person or entity including, but not limited to employees, agents and officers of Vendor.

Vendor's liability for indemnity under this Agreement shall apply, regardless of fault, to any acts or omissions, willful misconduct or negligent conduct of any kind, on the part of the Vendor, its agents, sub-contractors and employees. The duty shall extend to any allegation or claim of liability except in circumstances found by a jury or judge to be the sole and legal result of the willful misconduct of Town of North Branford. This duty shall arise at the first claim or allegation of liability against Town. Vendor will on request and at its expense defend any action suit or proceeding arising hereunder. This clause for indemnification shall be interpreted to the broadest extent permitted by law.

Name

Signature

Date

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Insurance Requirements

Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and **shall name the Town of North Branford as an “Additional Insured”** on a primary and non-contributory basis to all policies. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s rating of A- VIII. In addition, all carriers are subject to approval by the Town of North Branford. Insurance is subject to change

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	*no exclusions for Amusement Devices	
Auto Liability	Must provide a copy of proof of insurance, personal auto declarations page.	

PLEASE NOTE:

- * The "Town of North Branford, 909 Foxon Road, North Branford, CT 06471" must be named as “Additional Insured” on this policy reading: *“Town of North Branford listed as additional insured. Please indicate days of participation for the North Branford Potato and Corn Festival.”* *Description of Operations/Locations **MUST** read: *POCO Festival and then what they do – ie food, rides, etc*



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Note: "TULIP" (Tenants' and Users' Liability Insurance Policy) can be purchased online. A resource for TULIP insurance is www.kandkinsurance.com/EventsAttractions/Pages/Short-Term-Special-Events.aspx, this is just one example of the companies you may use.

The Town of North Branford does not endorse any of the insurance companies that sell TULIP insurance. This data is provided for informational purposes only.