



North Branford Potato & Corn Festival

www.nbpocofestival.com

August 2, 3, & 4, 2024

2024 /NON-PROFIT/ BUSINESS VENDOR CONTRACT

 Non-Profit (\$195) **Commercial / Business (\$375)**

**Items must be hand-made by the seller. Resale of pre-made products is not permitted under handcrafted category; items that are not hand-crafted require a commercial/ business application. 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. 2 from 5 to 10 p.m.* (1 to 4 p.m. for Rec Camp visitors only)

Saturday, Aug. 3 from 11a.m. to 11 p.m.* (may close after fireworks)

Sunday, Aug. 4 from 11a.m. to 6p.m. (10 p.m. if fireworks postponed)

**amusements will remain open until 11 p.m.; vendors can opt to remain open until then if desired*

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 _____

Items to be sold/displayed (Please include photographs or detailed descriptions of the items you intend to sell as well as detail on how things will be promoted and displayed.): _____

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

Battery operated LED lighting is permitted. We have very limited spots for electricity, it is first come first serve (We have less than 5 spots) Electricity will be an additional 75.00 for 1 (one) standard outlet)

1332 Middletown Ave. | Northford, CT | 06472

203-484-6017 | potatofest@townofnorthbranfordct.com

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Checks to be made payable to "Town of North Branford" and mailed to NB Recreation Department, attn: PoCo, 1332 Middletown Ave., Northford, CT 06472. When considering this application, remember spaces are limited. In order to reserve your space, please sign the application and the guidelines and return with payment. Keep a copy for your records, including the craft vendor information and guidelines. Payments may be made online via our website Nbpocofestival.com

Name

Signature

Date

2024 VENDOR GUIDELINES & REQUIREMENTS

General Requirements & Setup

- Set up will begin Wednesday July 31 from 9a.m. and 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 2, by 1230pm
- No vehicles will be allowed to enter or park on the festival grounds after 330pm. on Friday until Festival closes Sunday evening at 6p.m. (10 p.m. if fireworks are postponed)
- Booth inspections will be held throughout the day Friday , Aug.2. ***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.
- **Fire extinguishers.** One 5-pound dry chemical fire extinguisher is required at each booth. (if using electricity)
- 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.
- No smoking or vaping on festival grounds.
- A clear path must be maintained for egress. No storage of stock behind the vendor area. 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 5p.m. on Friday.**
- **A 50.00 Non refundable deposit is required by July 10, 2024.**

Temporary Health Permit

Any vendor planning on selling any type of food product (dipping sauces, jellies, etc.) must acquire a permit from the East Shore District Health Department, **203-481-4233**, and a copy must be filed

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with the Vendor Committee. You will need to schedule an appointment for an inspection time for Wednesday, Aug. 2 between 8 a.m. and 4 p.m. directly with the Health Department.

Fireworks

- Fireworks have been scheduled for Saturday, August 3 after 9:15 p.m.
- In the event of inclement weather, fireworks will take place on Sunday, August 4 after 9 p.m. Therefore the festival hours will be extended on Sunday, August 4 to 10 p.m.
- Vendors may close early but not until after completion of the fireworks.

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
- Parking pass must be displayed on the driver's side windshield.
- 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.
- 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.

Liability Insurance & Tax ID

- You must provide your own insurance. 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 10, 2024. For your convenience, we have also included information on where you can procure special event insurance.
- 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 should be on the application **and** visible in your booth.

Breakdown

- **A limited number of vehicles** will be allowed on site beginning at **6:05 p.m.** (10:15 if fireworks are postponed) Sunday according to an exit plan that will be shared that weekend.
- All access will be from the side entrance area. Please be patient while waiting for your vehicle to enter the site. We want this to be a safe, smooth, controlled exit for all involved.
- 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

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the future. Vendors are to remain on site and open until the end of the entertainment each night.

- You are to remain open and staffed each day until closing. However, you are **required** to remain **open and staffed** until 5p.m. on **Sunday ~ NO EXCEPTIONS! Failure to do so will jeopardize participation in the future.**

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.

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 2025 Festival or receive a refund.

The Vendor acknowledges that they have been provided with and read the above Guidelines and Requirements for the 2024 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

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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

Insurance Requirements

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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.

(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**

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.



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North Branford Potato & Corn Festival Building and Fire Department Requirements

The following guidelines have been developed in an effort to advise you prior to the festival of the requirements of the North Branford Building Department and Fire Department. **Please Note: There may be an incumbent fee for fire inspections. No fee schedule has been set for this as yet.**

Cooking

- All cooking must be done at least ten (10) feet from main tent.
- Any cooking oil and/or deep fryer must be at least three (3) feet from any combustibles within vendor area.

Fire Extinguishers

- **Fire extinguishers are required.**
- One (1) 5 lb. 2A 10B dry chemical fire extinguisher at each site (Craft vendors: see photo for craft vendor required extinguisher).
- Current inspection tags must be affixed to extinguisher.
- Extinguishers must be located within easy access but away from cooking appliances.
- One (1) 5lb. K-type extinguisher will be required for any food vendor using cooking oil and/or deep fryers.

Fire Extinguisher, 1A:10B:C, Dry Chemical, 2-1/2 lb.

KIDDE | Zoro #: G6580712 | Mfr #: 46614220MTL

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Lighting

- Any booth or display lighting must have UL tags and be approved by the Building Official.
- Any bulbs must be enclosed within the fixture itself or be of shatterproof design.
- All lighting must be LED or energy efficient type producing low heat source and be approved by the Building Official.
- **NO halogen or incandescent bulbs allowed.**

Propane Tanks

- Propane tanks must be secured from falling or tipping.
- Twenty (20) lb. propane tanks may be secured in milk crates and secured to tent supports.
- Propane tanks larger than twenty (20) lbs. must use ground driven stakes and be attached by either cable or chains.
- All propane tanks must pass the push/tip test.

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- All lines from propane tanks to cooking equipment must not create a trip hazard or impede emergency access.
- Propane tanks must be a minimum of five (5) feet from any open flame cooking equipment.
- No storing or stocking of propane tanks behind the vendor area. Stock must be kept under tables.

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 Health permit is needed)
- Flame spread certificate must be filed with the Building Officials office. (only if a health permit is needed)

General Requirements:

- No Smoking / No Vaping will be allowed at any time.
- 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 5p.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.