



# North Branford Potato & Corn Festival

www.nbpocofestival.com

August 1st, 2nd, & 3rd, 2025

## 2025 FULL WEEKEND CRAFT VENDOR AUGUST 1ST, 2ND, & 3RD 2025

**\_\_\_\_\_ Craft Vendor price per 10×10 space for all 3 days  
- \$250.00 \$275 after June 1st, 2025.**

**We do not offer 1 day spaces at this time, vendors are expected to be open full festival hours as outlined in this application.**

**extra Parking passes if needed \$10 each.**

*\*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). Crafts are considered Hand- made, non- mass produced items, & prepackaged cottage baker licensed goods.*

*If you have edible items - Any preparation, cooking, heating, or serving of foods in any other way than sealed in package in your Health Department approved production location, moves you out of the crafters category, and into the food vendor category and subject to the pricing and policies outlined in the food vendor application.*

### Festival Hours

Friday, Aug. 1st from 5 to 10p.m.

Saturday, Aug. 2nd from 11a.m. to 11p.m. (may close after fireworks if you choose)

Sunday, Aug. 3rd 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](http://ct.gov/drs) or call 800-382-9463 if you need to apply.*

**Address: \_\_\_\_\_**

**Cell Phone: \_\_\_\_\_ Phone: \_\_\_\_\_**

**Email: \_\_\_\_\_ Website: \_\_\_\_\_**

License plate # of all vehicles including your staff that will be parked onsite during the festival. If changes or additions need to be updated please email changes to us by July 25th. You will receive 2 free parking passes. If you need additional they can be purchased for \$10 each.

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**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.): \_\_\_\_\_

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**Number of 10' x 10' spots:** \_\_\_\_\_

**You will only receive 2 Parking passes for your space)** \_\_\_\_\_

**\$100 deposit is due with your application to hold your space will be put towards your final balance. Deposit is non refundable for cancelations.**

**Total \$** \_\_\_\_\_

**WE DO NOT OFFER, OR HAVE ELECTRICAL ACCESS AVAILABLE FOR VENDORS PLEASE PLAN ACCORDINGLY!!**

You must provide your own battery operated LED lighting for your booth. Battery packs are permitted with approval, generators are not. If you will be using a battery pack to power any equipment, lights, or electronics please specify what type of battery you will be using.

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• **PAYMENTS** - 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 by cash in the office, or by credit card by phone 203-484-6017

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2025 VENDOR GUIDELINES & REQUIREMENTS

### General Requirements & Setup

- Set up will be on Thursday July 31st by appointment only. There will be no set up time available on Friday August 1st. Everyone must set up by Thursday appointment.
- please choose your set up appointment time - 3:30pm, 4pm, 5pm, 5:30pm, 6pm, 6:30pm, or 7pm. \_\_\_\_\_
- Failure to Set up at a scheduled time with the coordinator will result in loss of your vendor space, without refund.



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- No vehicles will be allowed to enter or park on the festival grounds after 11:30 am on Friday August 1st, 2025, until Festival closes Sunday evening no earlier than 6p.m. & all attendees must be safely off the property (10 p.m. if fireworks are postponed)

- **Tents:** All tents must be properly installed and secured to resist wind uplift and subject to inspection by the Town of North Branford Building Inspector for proper stability.

**Lighting:** All lighting must be LED. The Festival does not offer lighting, electricity, or power of any kind.

- Vendors are responsible for their own tables, chairs, tents, and covers.
- No smoking or vaping on festival grounds.
- A clear path must be maintained for egress. No storage of stock, or vehicles allowed behind the vendor's space. Stock must be kept under tables. No signs, banners, A frames, or any other items are permitted outside of your vendor booth. All your wares, and belongings must stay within your tent space.
- 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 and stay open and attended the entire festival for the hours outlined in this application.**

- craft vendors will not be permitted on the Festival Grounds on Friday 8/1 between the hours of 11:30am and 4pm due to a camp field trip on the property.

## Fireworks

- Fireworks have been scheduled for Saturday, August 2nd after 9:15 p.m.
- In the event of inclement weather, fireworks will take place on Sunday, August 3rd after 9 p.m. Therefore the festival hours will be extended on Sunday, August 3rd to 10 p.m.
- Vendors may start closing down early if they choose after completion of the fireworks.

## Parking

- Parking is limited. You will be issued two parking passes for the weekend, allowing two cars per vendor space to park on-site. If additional are needed they may be purchased for \$10 each. Vendors must distribute passes to those working each day or they will be sent to \$20 general parking. No exceptions.
- Parking pass must be displayed on the driver's side windshield.
- **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 off property shuttles.**

## Booth Locations

- The Vendor Coordinator 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



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- 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 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 2026 Festival or receive a refund.**

The Vendor acknowledges that they have been provided with and read the above Guidelines and Requirements for the 2025 Potato and Corn Festival and that the signature below confirms that they will comply with all of these guidelines and requirements during the Festival.



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\_\_\_\_\_  
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



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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

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.



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## 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](http://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.