



# North Branford Potato & Corn Festival

nbpocofestival.com

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

## 2025 FOOD VENDOR CONTRACT & GUIDELINES

### Festival Hours

Friday, Aug. 1st from 5 to 11 p.m.

Saturday, Aug. 2nd from 11 a.m. to 11 p.m.

Sunday, Aug. 3rd from 11 a.m. to 6 p.m. (10 p.m. if fireworks postponed)

*\* In the event of moving to the rain date, amusements will remain open until 11 p.m.; vendors can opt to close at 10pm.*

Contact Name: \_\_\_\_\_ Concession Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Tax Identification # (or Non-Profit 501(c)3 Tax Exempt Identification #) \_\_\_\_\_

*\*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 [www.ct.gov/drs](http://www.ct.gov/drs) or call 800-382-9463 if you need to apply.*

Social Media links: \_\_\_\_\_

Items being sold – subject to approval by PoCo Fest, We reserve the right to accept or decline any item (s) There may be others selling a variation of similar items or similar items.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Vendor must provide their own Tent if one is needed

IF YOU ARE USING A TENT (provide dimensions and see tent requirements):  
\_\_\_\_\_



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IF YOU ARE USING A SELF-CONTAINED UNIT (provide full dimensions when fully opened, including hitch): \_\_\_\_\_

Pull in, OR

Parallel Park

Which side do you serve customers from \_\_\_\_\_

(how much maneuvering space required?): \_\_\_\_\_

Do you have access to a low noise producing Generator you wish to use? (under 65 db) \_\_\_\_\_

**Please submit photograph of self-contained unit as well as a layout of your set up area.**

*When considering this application, please remember that spaces are limited.*

I, the undersigned, understand any electrical requirements will be contracted through the on-site electrician and be the sole responsibility of the vendor. Every vendor space will be inspected daily by the on-site electrician and member of the Festival Committee prior to the start of the Festival and randomly during the Festival to ensure compliance with electrical requirements. All vendors must meet the electrical specifications set by the Town of North Branford upon inspection. Any vendor not adhering to the electrical specifications after more than one request to do so may risk being asked to leave the Festival premises and your vendor fee will not be refunded. **GENERATORS ARE ALLOWED UPON PRIOR APPROVAL OF THE FESTIVAL COORDINATOR . During set up, if your electrical needs exceed those you listed and we prepared for, you will be billed for the additional service based on the prices below to be paid on site & a \$50 convenience charge to have us arrange the increase in power.**

If you require a larger amount of power than listed below, please contact office at 203 484 6017.

All Food vendors will be required to provide a Twist Lock Connection to connect to our electrical grid. Each vendor Must provide a minimum of 80ft of electrical wire with the twist lock connected, We will NOT wire your connection, All connections will be 20 or 30 or 50amps and vendors will be on an independent panel. Vendors will be able to purchase more then one 20 or 30amp connection. This connection is a direct connection, electricians will not be wiring each booth as done in previous years.

I have read and agree to adhere to the new electrical requirements listed above.

I understand if the electrical, space needed, and water access is not filled out, my application will not be approved and my space will not be held til the necessary updates are made. This application needs to be filled out in it's entirety to have a spot reserved for me. Any changes to services needed from the Festival ( electric, water, and space) your balance will be updated to reflect the prices for them as outlined in this application. Any changes that result in additional fees must be paid immediately or you may be shut down for event. Misuse of our resources or amenities can result in fines, and or but not limited to closure of your space for event.

1332 Middletown Ave. | Northford, CT | 06472

203-484-6017 | [potatofest@northbranfordct.gov](mailto:potatofest@northbranfordct.gov)

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\_\_\_\_\_ your signature and date

I need Electrical Service provided. please check off the accurate amount of amps needed:

20 amps or under = \$350.00

30 amps = \$400.00

Two 20 amps = \$500.00

50 amps = \$700.00

I will provide my own power via generator (if approved)

List all electrical appliances . \_\_\_\_\_

\_\_\_\_\_ 15' x 20' Space, \$700.00 per space ( \$850 after July 1st, 2025)

\_\_\_\_\_ Additional space needed will be \$30 per foot. how many extra ft do you need ? If none put "0"

\_\_\_\_\_ Yes I need additional electrical Service as quoted above \$ \_\_\_\_\_

\_\_\_\_\_ Yes I need Additional Water Service (\$150) Limited spots available \$ \_\_\_\_\_

\_\_\_\_\_ \$100.00 NON-REFUNDABLE\* DEPOSIT per space required within 2 weeks of submitting this application. \$ \_\_\_\_\_

Please note that by submitting application does not confirm your participation, You must receive approval by town. All vendors and items are subject to approval at our discretion.  
I have read the terms for my application \_\_\_\_\_

**My Total Balance Due no later than July 1st 2025**

\$ \_\_\_\_\_

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Checks made payable to "Town of North Branford" and mailed with application and paperwork to: NB Recreation Department, attn: PoCo, 1332 Middletown Ave., Northford, CT 06472 or call 203-484-6017 to make a credit card payment.

*\*\*If your measurements are incorrect, you will be charged \$100/ extra foot. If your extra space cannot be accommodated, you will forfeit your payment. If you did not indicate your water hook up needs, or pay for the amenitie, we may not be able to provide it onsite last minute. If we are able to accommodate you will need to get prior approval & pay the water hookup charge before connecting. There will be a \$50 late fee included in the hookup base price.*

*\*\*\*Please call or email for assistance if you are unsure of how to determine your needs prior to submitting paperwork so we can plan accordingly to accommodate your needs, and give you an accurate balance.*

*\*\*\*Vendors will not be listed in our Festival Flip-book, Social media, or any other media advertising the Festival may publish, til the full balance is paid, & your insurance has been been provided and approved.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name \_\_\_\_\_

## Guidelines and General Requirements

- Vendors are responsible for their own tents, tables, chairs, and covers for electrical cords running along the ground. (All electrical cords must be covered if on ground)
- The use of Styrofoam products and straws is strongly discouraged as we attempt to keep this event environmentally friendly.
- No smoking or vaping on festival grounds.
- A clear path must be maintained for egress. No storage of stock outside of 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.
- Vendors must comply with any and all Public Health restrictions and regulations established for the event by the Town of North Branford and Eastshore Health Department.
- NO Vehicles at any time will be allowed on festival grounds 1 hour before festival begins each morning, and not until 6pm & with all Festival attendees safely off the grounds on Sunday for breakdown.
- **Friday, from 12-4pm will be NB Park Rec field trip for camp goers. No Vehicles will be allowed on grounds during this time. Plan Accordingly.**

## Arrival, Set-Up & Breakdown

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1. Check-ins must be scheduled between July 28th, 2025 & July 31st, 2025 Check-ins are available by appointment only. You must contact the office at 203-484-6017 [potatofest@northbranfordct.gov](mailto:potatofest@northbranfordct.gov) to schedule your check-in.
2. Festival hours are 5 to 11 p.m. on Friday, Aug. 1st (12 to 4 p.m. for Rec campers only), 11 am. to 11pm on Saturday, Aug. 2nd, and 11 a.m. to 6p.m. (10 p.m. if fireworks are postponed) on Sunday, Aug. 3rd Please note that amusement rides will operate until 11 p.m. on Friday and Saturday and you may remain open until then if you desire, but may not close prior to 10pm on Friday and Saturday. On Sunday, Breakdowns CAN NOT begin until at least 6pm and all Festival attendees must be safely off the grounds.
3. You will enter at Totoket Valley Park and proceed through the Public Works Department gate. You will be given 2 parking passes per space rental, booth assignment, and directions.
4. Beginning Wednesday, July 30th, the police department will monitor the grounds overnight, however, individuals are ultimately responsible for any property left on site.
5. PLEASE NOTE: Space assignments are FINAL – NO EXCEPTIONS!
6. No vehicles will be allowed to enter or park on the festival grounds after 11:30 a.m. on Friday, until closing on Sunday after 6 p.m. (10:15 p.m. if fireworks are postponed) following the exit plan that will be shared upon arrival.
7. Anything brought on or off-site throughout the festival weekend must be moved with hand-operated equipment or a hand-truck provided by the vendor.
8. Electricity will not be provided after Monday, Aug. 4th at 9 a.m. for any vendors picking up their units the next day.

## Water and Ice Sales

Ice will be sold exclusively by the Festival. Bottled water sales will be exclusive to the Potato and Corn Festival. Vendors may purchase cases of water from the Festival to sell at their booth. In the event that a vendor is found to be selling water from off-site, the following consequences will be implemented:

- First Offense: Verbal warning
- Second Offense: Booth will be shut down for the remainder of the Festival and vendor will not be allowed to return next year.

**Insurance:** See attached Insurance Requirements regarding Certificate of Insurance, which is required to be submitted NO LATER THAN JUNE 20TH. For your convenience, we have also included information on where you can procure special event insurance.

## Equipment & Health Inspection

See attached Memorandum from Fire Marshal and Building Official for complete instructions.

1. Your Inspections must be completed by 1 p.m. on Friday.. Inspection times with the Building Official and Fire Marshal will be scheduled on a first-come, first-serve basis.
2. East Shore District Health Department ([esdhd.org/](http://esdhd.org/) 203-481-4233) inspections must also be scheduled. ESDHD inspections must take place after the Building Official and Fire Marshal's approval. You must contact them at least 3 weeks before the event.

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3. 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. Additional daily inspections will be conducted during the event.
4. All Tents must meet requirements set forth by our local fire marshal and building official, Must be secured in the ground.

## Parking

1. Parking is limited. You will be issued two color-coded parking passes per space rental, allowing only two cars per vendor space to park on-site. It is up to the vendor to distribute to those who will be working each day. Additional passes may be purchased for \$10 each. Please call or email us by July 15th to make arrangements, there is a limited amount of additional passes available, first come first serve.
2. Parking pass must be displayed in the driver's side windshield.
3. 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, located at STW Community Center, 1332 Middletown Avenue, or NBIS, 654 Foxon Road parking lots.
4. **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.**

## Fireworks

1. Fireworks have been scheduled for Saturday Night after 9 p.m.
2. In the event of inclement weather, fireworks will take place on Sunday, Aug. 3rd after 9 p.m.; therefore the festival hours will be extended on Sunday, Aug. 3rd to 10 p.m.
3. Vendor breakdown, as described previously, will therefore not occur until after 10 p.m. and all attendees are safely off the grounds.

## Please remember, you are required to:

- Pay remaining balance by July 1, 2025
- Provide current Certificate of Liability information by June 20th 2025, as well as insurance information, license plate #(s), as well as names and phone numbers we can reach you and your staff at during the festival in the event a vehicle needs to be relocated, or any other urgent communications we may need to give you, for any vehicle that will be parked on site. All insurance must be valid during the dates of the festival.
- Obtain temporary Food Service Permit from East Shore Health Department (203-481-4235)
- Attend a vendor meeting: A representative from every food vendor must attend one of two mandatory vendor meetings, which will be sent via email and dates TBD at North Branford Town Hall or via teleconference.
- Email or mail application, contract, and payment to: Town of North Branford, attn: PoCo, 1332 Middletown Avenue, Northford, CT 06472. All applications are subject to approval by the Festival Committee.

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## 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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## 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.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name

## 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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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. Vendors must submit both a certificate of insurance and the policy endorsement page.

(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 your COI document has to have :

- **"The Town of North Branford" must be endorsed as additionally insured under your liability policy, and noted in the description box.**
- **A Waiver of Subrogation must be added to your liability policy and noted in the description box.**
- **The Certificate holder's box must read : Town of North Branford 909 Foxon Rd, North Branford Ct 06471**
- **If you have insurance requirement questions please email us at: [potatofest@northbranfordct.gov](mailto:potatofest@northbranfordct.gov)**

Note: "TULIP" (Tenants' and Users' Liability Insurance Policy) can be purchased online. Some resources for TULIP insurance are:

FLIP Food Liability Insurance Program : <https://app.fliprogram.com/events/9550>

And -

[www.kandkinsurance.com/EventsAttractions/Pages/Short-Term-Special-Events.aspx](http://www.kandkinsurance.com/EventsAttractions/Pages/Short-Term-Special-Events.aspx)

These are just examples of companies that provide TULIP insurance options. 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.

## North Branford Potato & Corn Festival Building & 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.

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## Cooking

- All cooking must be done at least ten (10) feet from the main tent.
- Any cooking oil and/or deep fryer must be at least three (3) feet from any combustibles within the 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 the extinguisher.
- Extinguishers must be located within easy access but away from cooking appliances.
- One (1) 5lb. K-type extinguishers 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

★★★★★ 1 Review | Write a Review



## Propane Tanks

- Propane tanks must be secured from falling or tipping.
- Twenty (20) lb. propane tanks may be secured with milk crates and bungee cords 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.
- 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.

## 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.**

## Tent Requirements:

- All tents must be properly installed and secured to resist wind uplift.
- All tents must have a 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".
- Flame spread certificate must be filed with the Building Officials office.
- Blue type tarps are not permitted.

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- No side curtains are permitted.

## 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)
- A representative from every food vendor must attend one of two mandatory vendor meetings, which are scheduled for June, and done via Zoom, date and time TBA.

## 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. on FRIDAY, Aug. 1ST, 2025. 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.