



The Southbury Women's Club is seeking local artisans, craftsmen, local farmers, and food producers to participate in "CT Arts & Eats - A Day of Artisan Wares and Fares," taking place Saturday, August 24, 2024 from 10 - 4 at Southbury Town Hall, located at 501 Main Street South in the heart of Southbury, Connecticut.

CT Arts & Eats is thrilled to be returning to the beautiful grounds of Southbury Town Hall where we continue to receive fabulous positive feedback from our vendors and patrons. Located directly on Main Street South in Southbury, the Town Hall has a beautiful open lawn and paved areas to accommodate the food trucks, musical entertainment, and artisan tables. We are so proud to again be hosting this great event to connect the residents of Southbury and surrounding towns with talented local artisans. The net proceeds from this event will benefit many local charities in our community.

Parking will be available for our patrons via adjoining parking lots at the Town Hall, Southbury Senior Center/Parks & Recreation Center, and Pomperaug Elementary School.

We strive to draw in as many patrons as possible with extensive print and social media advertising and have drawn up to 2,000 attendees in recent years.

Please fill out the attached vendor application, then read and sign the associated Rules and Regulations. We hope to have the opportunity to consider your application for participation.

If you have any questions, please email us at CTArtsEats@gmail.com, visit our Facebook page at "CT Arts & Eats," or visit <https://southburywomensclub.org/ct-arts-eats>.

We look forward to hearing from you!

The Southbury Women's Club



CT Arts & Eats 2024 Vendor Application

Applicant Name: _____

Business Name: _____

Website/Etsy/Facebook/Instagram Page: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Email Address: _____

Connecticut Tax Registration #: _____

List items you plan to sell. Any item not listed and approved, cannot be sold:

Number of spaces requested: _____ Payment Type (Check or Online): _____

The early applicant fee for a single space is \$65 (double space is \$130) when the application is received by July 1, 2024. After July 1, 2024 the fee is \$75 for a single space (double space is \$150). The deadline for receipt of applications is August 16, 2024.

Single spaces are a minimum of 10' x 10'. Double spaces are a minimum of 10' x 20'

Please include with your completed application:

- Three photographs (photos may be emailed to CTArtsEats@gmail.com or you may direct us to an appropriate website in lieu of hard copies):
 - One photograph of your completed work
 - One photograph of your workspace
 - One photograph of your booth display
- Payment in full if paying by check. Please make checks payable to: Southbury Women's Club
- Signed and dated Rules and Regulations

Vendors with food samples ONLY: Note that a Temporary Food Service License Application and associated fee are required to offer food concessions/samples. This application must be submitted by August 1, 2024, which is prior to the August 16 application deadline (See Rules and Regulations below).

Rules and Regulations

Fees: Payment can be made by check along with a mailed application, or payment can be made online. Payment for space must be made in full to secure your spot within two weeks of notice of acceptance, which will be sent via email. If you are accepted into the event, online payment details will be shared with you at that time. Online payment incurs a small service charge.

In the event an application is not accepted by the Southbury Women's Club (SWC) and a check has been submitted, the space fee will be returned to the applicant in full. Checks with insufficient funds will be subject to a \$20 return check fee and your space will not be held until the check and the service charge are paid.

Regardless of acceptance status, your spot at the event is not secured until payment is received.

Food Sales and Sampling: All FOOD vendors sampling products or providing food concessions must obtain a Temporary Food Service License from the Housatonic Valley Health District. The Temporary Food Service License Application is available online at: <https://hvhdct.gov/>. This application must be submitted to Pomperaug District Department of Health by August 1, 2024.

The Food Service License Application is subject to review and approval by the Housatonic Valley Health District. The health inspector may contact you for additional information if deemed necessary to issue your license. It is the vendor's responsibility to comply with health-safety provisions including an on-site health inspection on the day of the event. Failure to pass the health inspection may result in operating at a limited capacity or not at all. Failure to pass this inspection does not qualify the vendor for a refund.

Cosmetic Sale: All vendors selling COSMETICS, defined as "toilet articles and perfumes, toilet waters, face powders, creams, lotions, rouges, shaving creams, dentifrices, bath salts and all other similar preparations and substances, except soaps," must be registered or be in the process of registering with the Connecticut State Department of Consumer Protection. See: <https://portal.ct.gov/DCP/Drug-Control-Division/Drug-Control/Manufacturer-of-Drugs-Medical-Devices-andor-Cosmetics-In-the-State-of-Connecticut>

Inclement Weather: This event will be held rain or shine. Southbury Women's Club reserves the right to cancel the event in case of an extreme weather situation that could present a danger to our vendors and patrons. In the event of cancellation, fees are non-refundable.

Booth Setup: All booths must be anchored with weights or stakes to ensure the safety of the event. Additional guidance will follow. We anticipate having assistance for loading/unloading. Vehicles will be directed to offsite parking after unloading and may not remain at your booth.

Time Commitment: All exhibitors must be set up one hour prior to the event's opening time to the public, which is 10 am. Setup begins at 7 am. Exhibitors arriving late will not be allowed to set up, lose the space and forfeit the space fee. All exhibitors will remain set up until 4 pm, the closing time of the event. The grounds must be vacated by 5:30 pm.

Use of Space: The applicant understands that this document is not a contract for space, but a component of the application for said space. The applicant shall not be entitled to space during the event unless the applicant receives notice of such by SWC. Upon receipt of such notice from SWC, the applicant will become an exhibitor at the event.

All work must be original and handmade by the exhibitor. Commercial items, kits, home parties (manufactured) or imported items are NOT acceptable. The contracted space is to be used solely by the exhibitor as represented on the Vendor Application for space. The exhibitor may not sublet the display space to another exhibitor. Only items juried and approved will be allowed in the contracted exhibitor's space.

Exhibitors misrepresenting their craft, exhibiting items not approved for exhibit or not complying with the rules and regulations of SWC whether written or otherwise will be asked to leave the event premises and will forfeit the space fee.

Cancellation Policy: In the event an applicant has been accepted as an exhibitor in the event but then wishes to cancel, the following will apply: Cancellation must be expressed in writing or via email. If a cancellation is made more than thirty days prior to the event, the exhibitor will receive back the space fee less a 25% processing fee. Cancellations made thirty days or less prior to the event will result in the forfeiture of the exhibitor's space fee.

Liability: The applicant/exhibitor hereby agrees that he/she will hold harmless from liability the Southbury Women's Club, the Town of Southbury, and the State of Connecticut or any member or representative of said organizations acting within their capacity as a member or representative, for any injury, loss or damage that may occur to the exhibitor, or any employee or assistant accompanying the exhibitor, or property of the exhibitor from any cause whatsoever.

The exhibitor, upon signing his/her application for exhibit space, hereby expressly releases the aforementioned organizations from any and all claims for such loss, damage or injury; and agrees to abide by the Rules and Regulations as set forth above.

Vendors are strongly encouraged to carry their own event insurance. For example, ACT (Artists, Crafters & Tradesmen) Insurance can be very affordable. For more information, visit their website: www.actinsurance.com.

Photography: No photography of any displays at the event is permitted without consent of the vendor.

Acknowledgement: The applicant hereby requests permission to participate in CT Arts & Eats on August 24, 2024 as an exhibitor. The applicant recognizes that the Southbury Women's Club is the governing body for the event and agrees to abide by all regulations, rules and decisions, whether written or otherwise, up to and through the day of the event, made by SWC as they relate to the event. Such decisions may include the requirement that the applicant/exhibitor leave the premises of the event for violations of any sort.

I hereby represent that I have read and understand the Rules and Regulations. I hereby agree to all terms and conditions.

Signature:

Date:

Completed forms can be mailed to:
Southbury Women's Club, Attn: CT Arts & Eats
P.O. Box 195
Southbury, CT 06488.

For additional information please email us at CTArtsEats@gmail.com or visit <https://southburywomensclub.org/ct-arts-eats>.