

JOIN US AS A VENDOR FOR THE UPCOMING

ROCKWELL PARK SUMMER FESTIVAL

AUGUST 19TH, 2017

PRESENTED BY

Featuring live music on two stages, arts & crafts, displays, games, food, Kids Zone!



Inspired By Pride

Organization Contract and Instruction Requirements

All applications are subject to approval from West End Association before acceptance.

Festival Hours:

Morning Set-up Time:	7:00 a.m. – 9:30 a.m.
Exhibit Times:	10:00 a.m. – 6:00 p.m.
Break Down Time:	No earlier than 5:30 p.m.

Due to safety concerns, no one will be allowed to drive into the Park after 9:30 a.m. Applicants hereby agree to remain open, in business, and in their booth during Festival hours. The Rockwell Park Summer Festival will not be responsible for loss or damage to your property during show hours. Your Organization assumes all risks and liabilities. The West End Association reserves the sole right to limit the hours of operation of the festival due to inclement weather or other acts of nature beyond their control.

Fees:

1. **Booth Space A:** Price for a 12' x 12' **NON-PROFIT** booth will be **FREE**.
2. **Booth Space B:** Price for a 12' x 12' **Craft/Retail** booth will be **\$35.00**.
3. **Booth Space C:** Price for a 12' x 12' **Food Booth** will be **\$75.00**.
4. **Booth Space D:** Price for a 12' x 24' **Food Booth** or **truck parking space** will be **\$125.00**.
5. Electricity will NOT be available to crafters/retail. Electricity MAY be available to food vendors. Please contact the West End Association for needs and availability.
6. Reservations and preferred booth locations will be available on a first paid, first served basis. You will receive notice of your organization's acceptance via email upon receipt of your paid application.
7. There will be no refunds under any circumstances.
8. Your organization is prohibited from subleasing any booth space.
9. Application must be accompanied by check or money order made payable to: **West End Association** (a \$25.00 fee will be charged for NSF checks).
10. If you have any questions, please call Dave Hamelin, West End Association President, at either 860-583-3292 or 860-877-2197 or visit our website www.westendbristol.org.

Requirements:

1. The Connecticut Department of Revenue Services requires you to obtain a Sales & Use Permit if you will be selling at the event. You must display it prominently at your booth. For more information, please visit www.ct.gov/drs.
2. All vendors must supply their own equipment, including tables, chairs, and canopy.
3. All vendors are responsible for setting up and removing all equipment, tables, chairs, canopy, and goods.
4. All non-food vendors must report to the West End Association booth at the main gate upon arrival to receive space assignment. Please review section marked "Check In" for more information.

FOOD VENDORS ONLY

5. Permits are required for vendors who prepare food on site (**no permit required for pre-packaged items – please follow instructions for arts & crafts vendors above**). Please complete and submit the attached form to the Bristol/Burlington Health District. For more information, contact BBHD at 860-584-7682 or www.bbhd.com.
6. Two Certificates of Liability Insurance are required with the following named as additional insured and certificate holders: West End Association, 64 West St., Bristol, CT 06010 AND the City of Bristol Parks and Recreation Department, 2nd Floor, City Hall, 111 North Main St., Bristol, CT 06010.
7. West End Association reserves the right to limit types of food sold.
8. All food vendors must report to the West End Association booth at the Steele Road entrance to the Park upon arrival to receive space assignment. Please review section marked "Check In" for more information.

Display, Refuse & Sanitation:

1. All booths are to be kept neat at all times. Trash must be discarded in an assigned area by YOU. Space must be kept clean during the Festival and after tear down.
2. For safety purposes, your Organization is responsible for covering exposed cords, etc.
3. Portable restrooms will be on-site.
4. All information shall be of family nature and non-offensive. The chairperson of the vendor committee shall have complete discretion as to what is sale-able and anything deemed not so shall be removed immediately. Prohibited items include, but are not limited to: switch blades, long/short knives, poppers, cap guns, smoke bombs, stink bombs, fireworks, stretch bottles, explosives, sticky string, drug paraphernalia, tobacco products, alcoholic beverages.

Children's Activities:

1. Activities must be approved in advance.
2. Items used must not be of a dangerous nature. The use of sharp objects is prohibited.
3. Activity and cost must be submitted on the contract below for approval.

Check In: (Please see attached map for more information)

1. ARTS & CRAFTS, PRE-PACKAGED FOOD VENDORS: Enter the Park via Dutton Road or Jacobs Street. Look for volunteer in lime green shirt. Stop to check in and receive your space assignment. A volunteer will direct you to your booth space.
2. ON-SITE FOOD VENDORS: Enter the Park via Steele Road. Look for volunteer in lime green shirt. Stop to check in and receive your space assignment. A volunteer will direct you to your booth space.

Parking:

1. Parking space will depend upon space assignment. You will receive a single parking pass upon arrival for the designated reserved parking area. Please refer to the attached map for more information. Limited reserved handicapped parking is available upon request and must be pre-reserved.

Thank you, and we look forward to working with you.

Please write legibly:

Organization Name:		Tax ID Number:
Contact Person:		
Address:		
City:	State:	Zip Code:
Cell Phone:		Alternate Telephone:
E-Mail:		

Please indicate Booth Space by letter, as indicated on Page 1 of this Application. If another size is required by your organization, please specify: _____

List of Products and/or Services:

You must list all products that you will be selling/displaying at the Festival. Your contract will be processed on the basis of this application.

Children's Activity:

If your organization/club offers a children's activity during Festival hours, please give a detailed description of that activity.

Vendor Signature

Date

Please complete, sign and **return** this application page with fee as noted on Vendor Agreement to the address below **by August 12, 2017**.

Mailing Address: West End Association, c/o Dave Hamelin, 64 West Street, Bristol, CT 06010

For more information, please contact:

Kelly Stevens – Arts & Crafts Coordinator - Phone: 860-921-2960

Jesse Jablon – Food Vendor Coordinator – Phone: 860-620-2771

David Hamelin – West End Association President – Phone: 860-583-3292

Date Received	Cash/Check #	Name on Check	Amount Rec'd

Rec'd By: _____