

# **VENDOR APPLICATION**

# Fairfield Harvest Market FALL 2018 October 14, 2018

Sunday (10am-4pm)

Rain or Shine (no rain date)

For office use only:		
Received:		
Accepted:		
Not accepted:		
Space #		

Application for Registration:	_ New Returr	ningChamber Member	
Business Name	Cell Phone:		
Name:	Website:		
Email:	facebook	::	
Address	City	State Zip	
Connecticut Tax Number			
Vehicle Type, Color & Model		License Plate #	
Double Booth Corner: addit Electricity: ac  Type of items: □Apparel □Furniture □H □Pet Vendor □Craft □P	tional \$25 (subject to availabi dditional \$25 (very limited av Home Décor □Accessories hotography □Children's To al Business □Other □Foo	ility) vailability-must be reserved in advance)  S □Jewelry □Vintage □Beauty Soys/Books □Community Group od Product* (dipping sauce/syrup/jellies/etc.)	
Special Requests:			
* Vendors selling food or drink products such as dipping giving out samples must acquire a Temporary Food Lic is payable to the Town of Fairfield Health Department from this requirement.	sauces, jellies, syrup, bbq sauce, pa cense from the Town of Fairfield Hea	asta sauce, cheese, chocolate, coffee, juice, etc. or alth Department, 203-256-3020. \$53 application fee	
Send entry and fee to: Fairfield Chamber of Co 1597 Post Road, Fairfie		sta@FairfieldCTChamber.com (203) 256-9990	
1597 Post Road, Fairfie	eld, CT 06824 fax	(203) 256-9990	
•	eld, CT 06824 fax plication. Checks payable to	(203) 256-9990 the Fairfield Chamber of Commerce	

# OCT. 14, 2018

Sunday 10am-4pm

FAIRFIELD CHAMBER
OF COMMERCE



OLD TOWN
HALL GREEN

611 OLD POST ROAD FAIRFIELD, CT

FAIRFIELDCTCHAMBER.COM

## FAIRFIELD HARVEST MARKET 2018 VENDOR AGREEMENT

#### **Vendor Agreement:**

- Vendor agrees to abide by the rules of the Fairfield Harvest Market.
- 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 because of inclement weather.
- Vendors give permission to use their name, images submitted and any photographs or video taken at the show for advertising and publicity purposes.
- Vendors are responsible for their own insurance.

First two pages of signed Vendor Agreement

Non-refundable Booth fees

#### Hold Harmless Agreement—Indemnity Provision:

- The Fairfield Chamber of Commerce and its Board of Directors and the Town of Fairfield or any associated parties,
  partners, sponsors, members or affiliates of the aforementioned parties of the Event, assume no responsibility for
  damage, theft or loss of exhibitor work, personal property or display, and the vendor agrees to provide complete
  indemnity of the aforementioned parties and affiliates in any and all events, including accident, injury or loss of
  property.
- By participating in the Harvest Market, you are agreeing to indemnify and hold harmless and defend the aforementioned parties from all suites, claims, injury or damage or losses of any nature arising out of this Vendor Agreement or the Harvest Market.
- Vendor acknowledges that they have been provided with and read all four pages of the Guidelines and Requirements of the Fairfield Harvest Market, and that the signature below confirms that they will comply with all of these Guidelines during the event.

Business Name:				
Signature:		Date:		
Print Name:				
Fees: Basic Space 10'x10': \$15 Chamber Member Basic: \$15 Double Space 10'x20': \$2 Corner Space-additional \$25	25 \$ 75 \$ 25 \$	Send application and fee to: Fairfield Chamber of Commerce 1597 Post Road, Fairfield, CT 06824 Krista@FairfieldCTChamber.com		
Electrical Access—additional \$  TOTAL FEE  PLEASE RETURN THE FOLLOWING TO B	\$	fax (203) 256-9990		

# **FAIRFIELD HARVEST MARKET 2018 VENDOR GUIDELINES & REQUIREMENTS**

#### **Show Information:**

- Sunday, Oct. 14th, 2018
- 10:00 am-4:00 pm
- Set-up begins at 7:30 am
- Rain or Shine (there isn't a rain date and fees are non-refundable)
- Old Town Hall Green, 611 Old Post Road, Fairfield (corner of Old Post Rd and Beach Road)
- Event is free and open to the public

Non-refundable Application Fee: (Checks Payable to the Fairfield Chamber of Commerce or credit card accepted):

10' x 10' Basic: \$150

10' x 10' Chamber Member: \$125

20'x10' Double: \$275

Corner: add \$25 (limited availability)
Electricity: add \$25 (very limited availability)

**Deadline for receiving applications with non-refundable payments:** October 2, 2018. Checks will be returned and credit cards will not be charged if application is not accepted. Vendors agrees that refunds will not be claimed or made for any reason, including but not limited to, failure of the vendor to appear, or cancellation because of inclement weather.

**Eligibility:** Vendors applying are asked to submit web address, facebook page, Esty shop info or photos, so that we may review photos of your items. We reserve the right to limit the number of vendors exhibiting similar goods, but do not guarantee exclusivity to any vendor.

#### Set-up:

- Check-in and set-up begins at 7:30 am on Sunday, under the green Chamber tent on the Old Town Hall Green. Your shop must be ready for customers by 10 am.
- Space Assignment: Exhibitors will be notified of their assigned space at sign-in, the morning of the event. Assigned spaces cannot be changed, transferred or sold. Booth assignment is at the digression of the event coordinator. Vendor booth space is for the sole use of the business listed on application and can not be shared or transferred to another without written permission from event coordinator. Booth spaces have been assigned in advance, to balance the vendors to the best of our ability—as such, we will not have an opportunity to move pre-assigned booths.
- All vendors are responsible for their own tables, chairs and tents. Tents are required due to "RAIN or SHINE" policy.
- All tents MUST have tent weights or be secured to the ground for safety purposes.
- If a vendor reserved and paid for electrical access in advance, the vendor must supply a heavy duty extension cord.
- Each vendor is responsible for the cleanup of his or her assign space.

#### Parking:

- Vendors can **temporarily unload along the driveway and street, and then move your vehicle** to one of the designated parking areas: Independence Hall or Roger Sherman Elementary School (250 Fern St. off Beach Rd).
- We ask that you unload, move your vehicle, and then set up so others may do the same.
- Vehicles must be moved to Independence Hall or Roger Sherman Elementary School by 9:30am. No exceptions.
- There is **NO PARKING** in the small lot to the immediate right of the Town Hall **AT ANY TIME**. This area is designated for the Food Trucks.
- Please do not block the fire lane in front of Old Town Hall or the driveway in front of St. Paul's Church.
- A Vendor Parking Permit (sent via email before the event), must be placed on your vehicle's dashboard. The surrounding street may have no parking signs posted but vendors are allowed 15 minutes to unload. Please note: only one vehicle per exhibitor.

#### Breakdown:

- Vendors are expected to remain open for business until 4:00 pm.
- Breaking down of booths early is not permitted. This will jeopardize your participation in future events.



## **FAIRFIELD HARVEST MARKET 2018 VENDOR GUIDELINES & REQUIREMENTS**

#### **General Info:**

- There are two restrooms in the Town Hall. (Entrance at the front of the building.) Please do not allow attendees to use them as dressing rooms, for clothing items.
- If you accept mobile payment services (ie. Square), please check with your cell service carrier about their wifi hotspots in the area, or use your data plan. Wifi is not provided.
- The Chamber is leading a **Dog Costume Parade at 11:30am**. Line up for the event is along the Beach Road side of the Old Town Hall building. You can see the location on the map. Please feel free to direct any attendees to the designated line up area. The parade helps make the Harvest Market a community event, driving more attendees.
- No smoking is allowed in vending booths, food truck area or anywhere on Old Town Hall Green.
- Vendors are responsible for collecting Connecticut sales tax (6.35%).
- We know that all of our vendors and food trucks are incredibly popular around Connecticut and have huge followings on social media. We ask that the vendors promote their participation at our event on Facebook, Twitter, Instagram and their websites!
- Should you have any questions during the Market, come to the green Chamber tent and ask for Beverly or Krista. Leading up to the market, please send all questions via e-mail, as we can respond much quicker that way. Obviously, for emergency situations call or text us.

Beverly Balaz: cell 203-470-9708 beverly@FairfieldCTChamber.com Krista McCormack: cell 203-804-7273 Krista@FairfieldCTChamber.com

#### **Temporary Health Permit:**

- Vendors selling food or drink products such as dipping sauces, jellies, syrup, bbq sauce, pasta sauce, cheese, oils, chocolate, coffee, juice, etc. or giving out samples must acquire a Temporary Food License from the Town of Fairfield Health Department, 203-256-3020. \$53 application fee is payable to the Town of Fairfield Health Department.
- Vendors offering only individually prepackaged items and no samples are exempt from this requirement.

#### **Liability Insurance:**

• Vendors are responsible for their own insurance. The Fairfield Chamber of Commerce and Town of Fairfield will not be held responsible for damage, loss or accidents.

#### Hold Harmless Agreement—Indemnity Provision:

- The Fairfield Chamber of Commerce and its Board of Directors and the Town of Fairfield or any associated parties,
  partners, sponsors, members or affiliates of the aforementioned parties of the Event, assume no responsibility for
  damage, theft or loss of exhibitor work, personal property or display, and the vendor agrees to provide complete
  indemnity of the aforementioned parties and affiliates in any and all events, including accident, injury or loss of
  property.
- By participating in the Harvest Market, you are agreeing to indemnify and hold harmless and defend the
  aforementioned parties from all suites, claims, injury or damage or losses of any nature arising out of this Vendor
  Agreement or the Harvest Market.

### **Directions:**

611 Old Post Road (corner of Beach Road)

#### I 95 Southbound

Exit 22
Left onto North Benson Road
Cross Post Road/Route 1
Continue one block to stop sign
Right onto Old Post Road
Continue one block to stop sign
Old Town Hall Green is across the street on the left

I 95 Northbound

Exit 22
Right onto Round Hill Road
Cross Post Road/Route 1
Continue on Beach Road one block to stop sign
Old Town Hall Green is across the street on the right