



VENDOR APPLICATION

Fairfield Harvest Market

October 16, 2021

Saturday (10am-4pm)

Rain or Shine (no rain date)

For office use only:

Received: _____

Accepted: _____

Not accepted: _____

Space # _____

Application for Registration: ___ New ___ Returning ___ Chamber Member **DATE:** _____

Business Name _____ Cell Phone: _____

Name: _____ Website: _____

Email: _____ facebook: _____

Address _____ City _____ State _____ Zip _____

Connecticut Tax Number _____

Vehicle Type, Color & Model _____ License Plate # _____

- Booth Selection:**
- _____ Basic: 10'x10' @ \$150
 - _____ Chamber Member Basic: 10'x10' @ \$125
 - _____ Direct Sales Business: 10'x10' @ \$250
 - _____ Double Booth: 10'x20' @ \$275
 - _____ Corner: additional \$25 (subject to availability)
 - _____ Electricity: additional \$25 (very limited availability-must be reserved in advance)

- Type of items:**
- Apparel Furniture Home Décor Accessories Jewelry Vintage Beauty
 - Pet Vendor Craft Photography Children's Toys/Books Community Group
 - Non-Profit Commercial Business Other Food Product* (dipping sauce/syrup/jellies/etc.)

Brief description of items: _____

Special Requests: _____

* Vendors selling food or drink products such as dipping sauces, jellies, syrup, bbq sauce, pasta sauce, cheese, chocolate, coffee, juice, etc. or giving out samples must acquire a Temporary Food License from the Town of Fairfield Health Department, 203-256-3020. License 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.

Send entry and fee to: Fairfield Chamber of Commerce
 200 Mill Plain Road, Fairfield, CT 06824
 Krista@FairfieldCTChamber.com
 fax (203) 256-9990

Non-refundable payment must accompany application. Checks payable to the Fairfield Chamber of Commerce
 NOTE: If the event organizer (Fairfield Chamber of Commerce) cancels the event due to Town or State COVID-19 safety guidelines, full refunds will be sent via check automatically.

Credit Card: VISA / MASTERCARD / AMEX Name on Card: _____

Card number: _____ Exp Date: _____ Security #: _____

Any questions can be answered by calling the Chamber office: 203-255-1011 or email: Krista@fairfieldctchamber.com



FAIRFIELD HARVEST MARKET 2021 VENDOR AGREEMENT

Vendor Agreement:

- Vendor agrees to abide by the rules of the Fairfield Harvest Market and to follow all State COVID safety protocols.
- Vendor agrees that no refunds will be requested for any reason, including but not limited to, the failure of the vendor to appear or cancellation because of inclement weather. NOTE: If the event organizer (Fairfield Chamber of Commerce) cancels the event due to Town or State COVID-19 safety guidelines, full refunds will be sent via check automatically.
- 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.

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 suits, 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':	\$150	\$ _____
	Chamber Member Basic:	\$125	\$ _____
	Direct Sales Business:	\$250	\$ _____
	Double Space 10'x20':	\$275	\$ _____
	Corner Space-additional	\$25	\$ _____
	Electrical Access—additional	\$25	\$ _____

Send application and fee to:
 Fairfield Chamber of Commerce
 200 Mill Plain Road, Fairfield, CT 06824
 Krista@FairfieldCTChamber.com
 fax (203) 256-9990



PLEASE RETURN THE FOLLOWING TO REGISTER AS A VENDOR AT THE FAIRFIELD HARVEST MARKET:

- ____ First two pages of **signed** Vendor Agreement
- ____ Non-refundable Booth fees NOTE: If the event organizer (Fairfield Chamber of Commerce) cancels the event due to Town or State COVID-19 safety guidelines, full refunds will be sent via check automatically.

FAIRFIELD HARVEST MARKET 2021 VENDOR GUIDELINES & REQUIREMENTS

Show Information:

- Saturday, Oct. 16, 2021
- 10:00 am—4:00 pm
- Set-up begins at 7:30 am
- Rain or Shine (there isn't a rain date)
- 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: No refunds may be requested for any reason, including but not limited to, the failure of the vendor to appear or cancellation because of inclement weather. NOTE: If the event organizer (Fairfield Chamber of Commerce) cancels the event due to Town or State COVID-19 safety guidelines, full refunds will be sent via check automatically.

10' x 10' Basic: \$150	20'x10' Double : \$275	
10' x 10' Chamber Member: \$125	Corner upgrade: add \$25	(limited availability)
10' x 10' Direct Sales Bus.: \$250	Electricity: add \$25	(very limited availability)

Deadline for receiving applications and payments: September 24, 2021. Checks will be returned and credit cards will not be charged if application is not accepted.

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 Saturday, 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 discretion 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.
- Do not block the fire lane in front of Old Town Hall, the driveway in front of St. Paul's Church or handicap spots.
- 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 2021 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 12:00am**. 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. License 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

