

BRISTOL



HARVEST FESTIVAL

Bristol Town Green
Saturday, September 23, 2017
10 a.m. – 4 p.m.

Sign Up Today! Vendors Wanted!

The Town of Bristol and the Addison County Chamber of Commerce will be hosting Harvest Festival activities on Saturday, September 23, 2017.

Bristol Harvest Festival features ongoing exhibits, artisans, crafts, demonstrations, Vermont products, and special activities for all ages.

Businesses and community organizations are invited to participate as well. Vendors and exhibitors are encouraged to sell their products and present their services during the day-long event. Qualified buyers and seekers of services will be there for Bristol Harvest Festival.

Join 70+ Vendors

Reserve early to get the best location (and price!) and before spaces fill up—space is limited. Applications must be returned with payment. A copy will be returned to you as confirmation noting your booth space on the green.

In this publication you will find additional information, a reservation form, terms and conditions and a diagram of the green's layout for Bristol Harvest Festival activities.

If you have any questions, please contact Sue at the Addison County Chamber of Commerce office, 802-388-7951 or email sue@addisoncounty.com

CRAFTS

Entertainment

Good Food

FUN! FUN! FUN!

BRISTOL



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Saturday, September 23, 2017
10 a.m. – 4 p.m.

TERMS AND CONDITIONS

Purpose of Event

- Display goods and services
- Promote businesses and organizations within the area

Definitions: The word “Chamber and Town” shall herein mean the Addison County Chamber of Commerce and the Town of Bristol, and their offices contractors, or employees acting for it in the management of the Event. The word “Vendor, Exhibitor, or Organization” used herein shall mean the lessee, its officers, agents, and employees. The word “Event” shall herein mean the 2017 Bristol Harvest Festival Event.

Space Reservations: Spaces will be reserved in the order vendors’ and organizations’ applications are received. PAYMENT MUST BE INCLUDED AT TIME OF RESERVATION. The Chamber and Town reserves the right to rearrange space reservations it deems advisable in the overall interests of the Event. The Chamber’s administrative office will assign spaces.

Sublet of Exhibit Space: Exhibitors may neither sublet nor assign space reserved except by written permission of the Chamber.

Exhibit Set-Up: The exhibitors shall set up their booths between the hours of 7 a.m. and 10 a.m. on the morning of the Event.

Exhibit Hours: The Bristol Harvest Festival Park exhibits will be open to the public at 10 a.m. until 4 p.m., therefore all exhibitors shall have their space ready to present to the public on or before 10 a.m.

Exhibit Breakdown: Exhibitors are asked not to dismantle their exhibits before 4 p.m. and no later than 6 p.m. on Saturday. Exhibitors not conforming to these rules may lose their privilege to exhibit at future Bristol Harvest Festival Events.

Exhibit Provisions: The Chamber and Town will provide spaces which are 10’ by 10’. If electricity is required, arrangements must be made in advance as availability is very limited. Contact Sue at 388-7951 to discuss. ABSOLUTELY NO VEHICLES are allowed on the Park Green AT ANY TIME. This includes setup and takedown.

Signs: Exhibitors must supply their own signs and are encouraged to bring their business signs.

Review of Exhibitor Plans: The Chamber and Town reserves the right to alter or prohibit certain exhibit features that it deems potentially harmful or overtaxing of the exhibit premises, not in compliance with health, safety, and welfare of event patrons and exhibitors, or not compatible with the general purpose and character of the Event.

Exhibit Limitations: No equipment, displays, articles, material or any other items shall be allowed in the walkways. Sound, music, promotional tapes, movies, light, or loud noises related to booth displays must not be a hindrance to other exhibitors or patrons. Exhibitors are not permitted to circulate around the Event selling products/services; exhibitors must sell or present from their assigned booth spaces. Signs promoting exhibitors or services will not be permitted elsewhere other than in the assigned booth space. No pets are permitted within the Event premises unless under leash control of owner. Prior approval must be received for pets that are part of an exhibit. Exhibitors are encouraged to leave pets at home. The Chamber and Town reserves the right to close down a portion of any exhibit that is determined to be a hindrance.

Booth Personnel: Exhibitors must staff their booths during the Event. It is required to have someone providing business or organization information during Event hours. At least one person staffing the booth at all times must be 18 or over in age. No smoking allowed in booths.

Management Responsibility: Event management will exercise due care to help and generally protect exhibitors, keep them informed, attract sizeable audience to the Event, and make suggestions for successful exhibits. Event management is not responsible for any level success (product sales, visibility, attendance) with their booth at the event.

Limitation of Liability: The Chamber and Town shall not be responsible or liable for any loss, theft, damage, or injury that may occur to the property or persons working for exhibitors or to the public who are injured as a result of the exhibitor’s negligence. Exhibitors agree to indemnify the Chamber and Town and hold them harmless from any claims arising out of any of their activities related to the Bristol Harvest Festival Event on the Town of Bristol property. The Chamber and Town shall not be liable for the personal articles left in the Event area by the exhibitors after 5:00 p.m. on Saturday, September 22, 2017.

Consent and Release: By participating in the Event, each Vendor, Exhibitor and Organization unequivocally and irrevocably consents to Chamber and/or Town using any photograph, image, video or likeness captured in connection with or at the Event and releases Chamber and/or Town of Bristol from any and all liability therefrom and in connection therewith.

Insurance: All food vendors and other exhibitors with products that pose a risk to the public are required to present a Certificate of Insurance. The Certificate must name the Town of Bristol and the Addison County Chamber of Commerce as “additional insured” and also show proof that the minimum liability is \$300,000. These certificates of insurance must be provided to the Chamber office not later than August 31, 2017. Food vendors and exhibitors with risk products will not be allowed to exhibit unless the form is on file at the Chamber office. If you have questions, contact Sue at the Chamber office 388-7951. Food vendors must show management Health Department Certificate and have on display at booth on Bristol Harvest Festival.

Cost/Payment of Exhibit Space: Space is open for crafters, artisans, businesses and organizations at the rate specified elsewhere in this publication. Multiple exhibit spaces may be obtained at the cost of the individual exhibit space rate. THE FULL EXHIBIT RATE IS DUE UPON APPLICATION OF EXHIBIT SPACE. IT MUST BE SUBMITTED WITH THE EXHIBIT SPACE CONTRACT.

Cancellations/Refunds: Exhibitors’ full deposit will be refunded if requested by August 31, 2017. If a request for cancellation is made after August 31, 2017, the Chamber/Town will attempt to lease the space to another exhibitor, if unsuccessful, the entire fee will be forfeited.

Failure To Hold Event: Should any contingency prevent holding the Show, the Chamber may retain such part of the exhibitor’s rental fee as shall be required to provide recompense for expenses incurred up to the time such contingency shall have occurred.

Agreement to Rules and Regulations: Exhibitors signing the 2017 Bristol Harvest Festival Event Contract for himself and his/her employees or agents, agrees to abide by foregoing terms and conditions and by any amendments or additions thereto that may hereafter be established or put into effect by the Bristol Harvest Festival Event Committee.

_____ Initial here. Yes, I agree to these terms and conditions.

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EXHIBIT SPACE CONTRACT

Please complete this form and return to:
 ACCOC
 Attn: Bristol Harvest Festival
 93 Court Street Middlebury, VT 05753
 T: 802-388-7951 • F: 802-388-8066
 www.addisoncounty.com

PURCHASE ONLINE!

There is a small service fee to purchase your booth space online. Go to:
<https://bhf2017.eventbrite.com>

! Certificate of Insurance !
 A Certificate of Insurance is required from each food vendor and exhibitors with risk products naming the Town of Bristol and the Addison County Chamber of Commerce as additional insured with a minimum liability limit of \$300,000. This certificate must be received by the Chamber on or before August 31, 2017.

Exhibitor Information

Business/Organization Name (as you wish it to appear in publicity) _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____ Email Address _____

The products that I will sell at Bristol Harvest Festival are:

Booth Space

A single booth space measures 10'x10'. Booth space is assigned on a first-paid basis. Payment in full is required to reserve your booth space and must accompany this form.

	Until Apr 15	Apr 16 - Aug 31	Sept 1 - 23	# of booths	Total Cost
Prime Location	\$65	\$75	\$85	SOLD OUT!	SOLD OUT!
Std. Location	\$55	\$65	\$75		
Non-Profit	\$45	\$45	\$45		

Booth # Assigned _____
 (Office use only)

Prime: Booths #33-41

Standard & Non-Profit: All other booths

Electricity Required Yes No

Please indicate your preferred booth space(s) here. Refer to booth layout sheet for more information.

 If food vendor or risk exhibitor, my Certificate of Insurance enclosed

Payment

Check enclosed payable to ACCOC MasterCard VISA

Card # _____ Exp. Date _____

Signature _____

I have read this contract and the attached terms and conditions and agree to abide by them. I understand that failure to do so may result in the withdrawal of my permission to exhibit.

Exhibitor Signature _____ Date _____

Accepted for the Addison County Chamber of Commerce and the Town of Bristol.

Exhibitor Signature _____ Date _____