



**October 18, 19 & 20, 2019\***  
**Welles Street Riverfront Park**  
**300 Welles Street, Glastonbury, CT 06033**

\*Crafter & Product and Service Booths are only open October 19 & 20, 2019. (Sat 10a-DUSK, Sun 12n-5p) Food Booths have the option of being open Friday & Saturday nights.

## Booth Application

Choose your vendor category:

- Crafter       Product/Services Vendor       Food Vendor

Application Deadline:

**July 15**

Glastonbury, East Hartford & Marlborough-based non-profits 501(c)(3) receive a 50% discount off all booth rates (electricity included).  All other non-profits receive a 25% discount

Copy of the IRS 501(c) determination letter is required with registration to receive discounted rate. Address must be in the IRS letter to be deemed Glastonbury/East Hartford/Marlborough based.

**Please circle and total the booth space you would like to reserve:**

Booth Fee	Crafter	Products/Services Vendor	Food Vendor
10' frontage	\$220	\$500	\$650
15' frontage	\$330	\$750	\$975
20' frontage	\$440	\$1,000	\$1,300
25' frontage	\$550	\$1,250	\$1,625
Other _____'			
Corner	add'l \$75	add'l \$75	not available
20' End Cap (double corner)	add'l \$150	add'l \$150	not available
Electricity	not available	not available	Food Truck (Hardwire Hookup) - \$200
Electricity	not available	not available	Pop-Up Tent (Two Circuits) - \$75
Electricity	not available	not available	Pop-Up Tent Night Lighting (Electricity Only) - \$25
<b>TOTAL</b>			

*Special Notes: • All booths are 10' deep. • You are provided with lawn space only. • Tables, chairs and tents are NOT provided by the Chamber • Hitches on trailers, over hangs must be included in your frontage footage • Electricity is only available to food vendors.*

Name of Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ CT Sales Tax ID # \_\_\_\_\_

Street/City/State/Zip \_\_\_\_\_

**Product Description:** Specific description and photographs of ALL products, and/or link to your website must be provided. All products for sale MUST be listed on this application, without exception. The festival committee will be auditing booths during the festival and any items not listed on this application are subject to removal. Exclusivity of product is not guaranteed, however, we do strive to have a wide assortment of products. All exhibits must support the family-oriented philosophy of the festival. The Apple Harvest Festival committee reserves the right to refuse any applications which do not meet the criteria. The decision of the committee is final.

**Booth Reservation:** Full Payment should be sent with this application. Make checks payable to CT River Valley Chamber of Commerce (CRVCC). Your application and booth placement will be processed upon receipt of your complete payment. Your payment is non-refundable once you are accepted into the Festival. Any checks returned for insufficient funds will incur a service charge. The Chamber of Commerce reserves the right to cancel the event for public safety or extreme extenuating circumstances. Under such circumstances, no payment or fees will be refunded.

**NO APPLICATION WILL BE ACCEPTED W/O FULL PAYMENT**

**Booth Location:** Booth location is at the discretion of the festival committee. If you are a returning vendor, would you like to be in the same location again this year?  yes  No

**Tent, Table Chair Rental:** Vendors may contact Taylor Rental (860) 643-2496 to rent tents, tables, chairs, etc. The Chamber provides lawn space only.

*All vendors will receive an email confirming or denying their acceptance as a vendor at the Festival.*

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- I/We understand that this application is subject to approval by the Apple Harvest Festival Committee, which has the sole authority to accept or reject any vendor, food item, product or promotional materials to be sold or distributed.
- I/we also understand and agree that the organization I/we represent takes responsibility for any and all damages to our organization's booth(s).
- I have read this application/agreement and agree to the terms. By signing this application vendor hereby releases and agrees to hold harmless the CT River Valley Chamber of Commerce, its officers, staff and members from any liability or loss arising out of vendor's participation in the Apple Harvest Festival.

 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Set Up & Security:** *Vendors have access to the field on Friday between 9:00 am and 5:00 pm and beginning at 7:00 am on Saturday. Vendors must be completely set up by 9:00 am on Saturday. There will be no access to the field after 5:00 pm on Friday & Saturday. Vendors booths will close at dusk. There will be security at the field from 5:00 pm - 8:00 am Friday and Saturday night. \*\*Please note that the amusement rides and food booths will be open from 6:00-10:00 pm on Friday and 5:00-10:00 pm Saturday night. The vendor booths will be fenced off and security will be onsite.*

**Food Vendors Only:**

- All food vendors must provide the Chamber with an insurance certificate of general liability for limits not less than \$300,000.
- All food vendors (including vendors selling or displaying food), who do not have an existing food license from the Town of Glastonbury, are required to have a temporary food license. Applications must be returned with \$60 payment to the Town of Glastonbury by **September 6, 2019**. Temporary Food License questions should be directed to Deb Sargent at (860) 652-7532.
- All food vendors must be open Saturday 10:00 am - 5:00 pm & Sunday 12:00n - 5:00 pm. Food vendors have the option to be open Friday night, 6:00 pm - 10:00 pm and Saturday, 5:00 pm - 10:00 pm.

**Electrical Usage Agreement:**

I/We, the undersigned, hereby state that any and all electrical equipment which I/we may connect to the power sources supplied by the Apple Harvest Festival is in good, safe working condition and is properly grounded.

I/We understand that the power being supplied is protected by ground-fault circuit breakers, which are very sensitive to poorly and improperly wired equipment. Should any of my equipment cause these ground-fault circuit breakers to trip, I/We agree to remove such equipment until properly repaired, inspected and approved for use by the Apple Festival's electrical contractor.

In addition, I/we shall utilize only properly grounded, properly sized and UL approved cord and/or cord sets for connection to the power sources supplied by the Apple Harvest Festival.

I/we shall take all necessary precautions to secure and maintain the securing of any cords and/or cord sets which I/we may install so as to provide safety to the public at all times.

I/we shall hold harmless the Apple Harvest Festival, its employees and agents for any personal or property damage caused as a result of any equipment or accessory failures of mine.

 Signed: \_\_\_\_\_ Date: \_\_\_\_\_