

NON-FOOD VENDOR REGISTRATION FORM
CARNIVAL & FOOD FEST WEEKEND 2008
September 26, 27, & 28, the former Bristol Center Mall site, Bristol, CT 06010

The undersigned organization/vendor hereby submits its entry fee in the amount of: Non-Profit Organization \$75.00 - For Profit \$150.00, for entry with the Bristol Exchange Club's Carnival & Food Fest Weekend. The undersigned agrees to **complete** set up of the vending location not later than **Friday, September 26, 2008, at 12:00 p.m.** The name of your business will be marked via a sign. Spaces are assigned at the discretion of the Festival committee. Each vendor shall be responsible for obtaining all permits and for complying with all safety, health, and fire codes.

Please complete the following information:

Name of Organization: _____
Contact Person: _____
Telephone No.: _____ Cell Phone: _____
E-Mail Address: _____
Address: _____
Product Sold: _____

Space Provided:

Size of Space: Frontage "length" x deep up-to 20'x10':
Your Request: Length = _____ Feet Deep = _____ Feet
Type of Set Up:
(Trailer, Tent, etc.)

Insurance Coverage:

As always, your Organization or Company must have insurance coverage. Please complete the above form and submit it, together with your **Certificate of Insurance and Registration Fee**, payable to **The Bristol Exchange Club**, as early as possible. Return this form, with full payment, to: The Bristol Exchange Club, 124 Sherbrooke Street, Bristol, CT, 06010. No partial payments are permitted. Telephone: (860) 585-6748.

Temporary Public Food Service License & Information at:

Call or visit the Bristol-Burlington Health Department:
240 Stafford Ave., Bristol, CT 06010 - 860-584-7682

VENDOR INFORMATION FORM

CARNIVAL & FOOD FEST WEEKEND 2008

September 26, 27, & 28, former Bristol Center Mall site, Bristol, CT 06010

VENDING RULES

- 1. Set Up:** Vendor set up is scheduled for **Thursday, September 25, 2008, from 6 – 8:00 p.m. and Friday, from 10 a.m. – 12 p.m.** All food vendors with tents, trailers, and other vending equipment must be set up and completed by 12:00 p.m. on Friday. All vendors must supply their own tents, tables, electrical cords, water hoses, lights, etc. **Please look for the name of your business via the signs that will be posted.**
- 2. Patron Entrance Times: Friday, September 26, 2008** - Carnival Rides and Food Service will open at approximately 5:30 p.m. Music begins at approximately 6:00 p.m.. **Saturday, September 27, 2008** – Carnival Rides and Food Service will open at approximately 12:00 p.m. Music begins at approximately 1:00 p.m. **Sunday, September 28, 2008** - Food Service will open at approximately 11:00 a.m. and Carnival Rides and will open at approximately 12:00 p.m.. Music begins after the Mum Parade. All times and events are subject to change.
- 3. Safety:** You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment.
- 4. Electrical Hook-up:** The Amusement Company will provide electricity. You are responsible for supplying all power cords. Please remember to provide lighting for the night portion of the Festival. The Mall area and Amusement Company has perimeter lighting.
- 5. Access to Location During Event:** Once the Carnival opens, you will **not** be allowed to operate a motor vehicle or other vehicle to and from your vending location. **This means you must stock your supplies in advance and make suitable arrangements to operate your space without traveling across the Festival grounds in vehicles.** Given the large number of persons expected to attend, this rule must be strictly enforced. Please conclude your stocking and set-up well prior to the start of the events. Should an emergency arise, please contact any Festival Representative.
- 6. Indemnification and Insurance:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at Carnival Weekend. The Bristol Exchange Club and City of Bristol shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the Carnival Weekend, you are agreeing to indemnify and hold harmless the City of Bristol and the Bristol Exchange Club. from any damages, lawsuits, or claims arising out of any injuries or accidents occasioned by your activities. **Please send a copy of your insurance certificate with your application.**
- 7. Restricted Products:** We will not allow duplications for major food items. As most of the organizations, are not-for-profit, we want to make this fundraising event remain fair to everyone. **No alcoholic beverages/drinks or tobacco products may be sold at the Carnival & Food Fest Weekend.**

8. **Exclusivity:** You will be assigned a space based upon the judgment of the Carnival & Food Fest Weekend committee, and no locations are guaranteed. We will certainly do our best to provide you with a convenient and suitable space for the sale of your products.
9. **Conduct:** The Carnival & Food Fest Weekend is a family oriented event. You should refrain from selling any products which would offend children or which would otherwise not fit the format of this type of function. You are responsible for controlling your employees/volunteers, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will be benefited.
10. **Clean-Up:** All vending materials must be removed from the area no later than Sunday, September 28, 2008, at 10:00 p.m. **You are responsible for removing all debris and cooking materials from the site.**
11. **Security:** There will be security **during** the advertised hours of Carnival & Food Fest Weekend. While such security is provided, the Bristol Exchange Club and City of Bristol shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the Bristol Exchange Club and City of Bristol, from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.
12. **State Laws:** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the state of Connecticut.
13. **General Provisions.** All vending fees are nonrefundable. Your payment of the entry fee constitutes your right to participate at the Festival. Should any entry fees not clear our account or not be paid in full, you have no right to participate at the event.
14. **Entry.** You may enter the Festival area by vehicle at the marked entry locations, but all traffic must end 30 minutes prior to our opening times. Individuals may enter by foot at any time during the event.

Your signature acknowledges that you have read, understand and agree with information in this document.

Name (Typed)

Title

_____/ /_____
Signature of Applicant Date