

# Bristol Chrysanthemum Festival

Saturday, September 24<sup>th</sup> - Sunday, September 25<sup>th</sup> 2011  
 Organization Contract and Instruction Requirements



All applications are subject to approval from Bristol Chrysanthemum Festival before acceptance. All applicants must include a copy of their Tax ID Certificate with their application and display their Tax Certificate during the festival.

**Festival Hours:**

Set-up Time:	Friday (September 23 <sup>rd</sup> )	4:00 p.m. - 7:00 p.m.
	Saturday (September 24 <sup>th</sup> )	7:00 a.m. - 9:00 a.m. (completion by 9:00 a.m.)
Exhibit Times:	Saturday (September 24 <sup>th</sup> )	9:30 a.m. - 6:00 p.m. (Festival hours)
	Sunday (September 25 <sup>th</sup> )	9:30 a.m. - 6:00 p.m. (Festival hours)
Break Down Times:	Sunday (September 25 <sup>th</sup> )	6:00 p.m. (break-down begins)

Applicants hereby agree to remain open, in business, and in their booth during Festival hours. The Chrysanthemum Festival will not be responsible for loss or damage to your property during and after show hours. Limited security will be provided. Organization assumes all risks and liabilities. The Chrysanthemum Festival and/or Bristol Chamber of Commerce reserve the sole right to limit the hours of operation of the festival due to inclement weather or other acts of God beyond their control.

**Fees:**

1. Price of booth for a 10' x 10' or 12' x 12' cost \$ 25.00 NON-PROFIT.
2. Price of booth for a 10' x 10' or 12' x 12' cost \$ 75.00 PROFIT.
3. Reservations are based on payment of booth and receipt of Tax Permit.
4. Application must be accompanied by check or money order made payable to: Bristol Chrysanthemum Festival (a \$25.00 fee will be charged for NFS checks).

**Set-up Time All Organizations:**

1. Your organization must supply its own canopy, tables, chairs, and equipment.
2. The Organization is responsible for setting up and removing its own tables, chairs, canopy, and equipment.
3. Organization has the option for early booth set-up on Friday, September 23, 2011 at 4:00 p.m. (recommended).
4. Event day setup begins at 7:00 a.m. and must be completed before the 9:00 a.m. Festival start time. Take down will begin no sooner than 6:00 p.m. on Sunday.
5. All organizations must report to Chrysanthemum Festival booth to check-in.
6. For maps & directions, please go to our web site <http://www.bristolmumfestival.org/mumfestival/>

#### Space Assignment:

1. Space will be assigned on a first come (first paid), first served basis.
2. No Refunds under any circumstances.
3. Organization is prohibited from subleasing any booth space.
4. Electricity is not available.

#### Refuse & Sanitation

1. All booths are to be kept neat at all times.
2. Trash must be discarded in an assigned area by YOU.
3. Space must be cleaned during the Festival and after tear down.
4. For safety purposes organization is responsible for covering exposed cords, etc.
5. Porta-potties will be on-site.

#### Organization Display:

1. All information shall be of family nature, non-offensive and non-commercial.
2. **Fund Raising Item Specification:** This is a non-profit vendor booth.
3. The chairperson of the vendor committee shall have complete discretion as to what is saleable and anything deemed not so shall be removed immediately.
4. Prohibited items include, but are not limited to: switch blades, long/short knives, poppers, cap guns, smoke bombs, stink bombs, fireworks, stretch bottles, explosives, sticky string, drug paraphernalia, tobacco products, alcoholic beverages. Chrysanthemum festival souvenirs to include: hats, pins, sweatshirts, jackets, tee shirts, banners, etc.

#### Children's Activities:

1. Activities must be approved in advance.
2. Items used must not be of a dangerous nature.
3. The use of sharp objects is prohibited.
4. Activity and cost must be submitted on the contract below for approval.

A copy of the organizations acceptance will be sent within four weeks of submission. Further information on the Festival, along with booth location will be mailed four weeks prior to the Festival. Thank you and we look forward to working with you.

Organization Name:		Tax ID Number:	
Contact Person:			
Address:			
City:	State:	Zip Code:	
Day Telephone:		Evening Telephone:	
Fax:		E-Mail:	

**Organization:**

Specify size of Booth: \_\_\_\_ 10x10 \_\_\_\_ 12x12 If size other than above, please specify: \_\_\_\_\_

List of Products and/or Services

You must list all products that you will be selling/displaying at the Festival. Your contract will be processed on the basis of this application. Your location will be based on date received.

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Children's Activity that will be offered (specify)

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\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

Please complete, sign and **return** this application with fee as noted on Vendor Agreement to the address below by June 10, 2011.

For more information contact:

Darlene Sawe - Chair, Bristol Chrysanthemum Festival, 289 Covey Road, Burlington, CT 06013

Phone: 860-675-5462 or 860-583-3321 (Darlene) or 860-989-4507 (Jennifer)

Email: [dsawe57@sbcglobal.net](mailto:dsawe57@sbcglobal.net) or [jenniferdigiacombo@snet.net](mailto:jenniferdigiacombo@snet.net)

Date Received	Cash/Ck#/Money Order	Name on Check	Location