

# Bristol Chrysanthemum Festival

Saturday, September 25<sup>th</sup> - Sunday, September 26<sup>th</sup> 2010  
Concessionaire Vendor 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, Certificate of Insurance value \$ 300,000.00, approved food handlers' license from the Board of Health and display their Tax Certificate and food handler license during the festival.

## Festival Hours:

Set-up Time:	Friday (September 24 <sup>th</sup> )	4:00 p.m. - 7:00p.m.
	Saturday (September 25 <sup>th</sup> )	7:00 a.m. - 9:00 a.m. (completion by 9:00 a.m.)
Exhibit Times:	Saturday (September 25 <sup>th</sup> )	9:30 a.m. - 6:00 p.m. (Festival hours)
	Sunday (September 26 <sup>th</sup> )	9:30 a.m. - 6:00 p.m. (Festival hours)
Break Down Times:	Sunday (September 26 <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. Vendor 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 is \$25.00 NON-PROFIT. Event is held Rain or Shine.
2. Reservations are based on payment of booth and receipt of Tax Permit, copy of Insurance and Health Certificate.
3. Application must be accompanied by check or money order made payable to:  
Bristol Chrysanthemum Festival (\$25.00 fee will be charged for NFS checks).

## Set-up Time All Vendors:

1. All Food vendors will be responsible and liable for delivery, handling, assembly, and removal of all supplies, materials and fixtures.
2. Vendors must supply their own canopies/tents, tables, table covering, chairs, and equipment.
3. Vendors have the option for early booth set-up on Friday, September 24, 2010 @ 4:00 p.m. (recommended).
4. Event day setup begins at 7:00 am and must be completed before the 9:00 am Festival start time.
5. Take down will begin no sooner than 6:00 pm. on Sunday.
6. Vendor automobiles must be removed from the festival grounds and parked in the designated area no later than 9:00 a.m. on September 25, 2010 or be subject to towing.
7. All vendors must report to Chrysanthemum Festival booth to check-in.
8. 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. **Subletting Prohibited:** Concessionaire is prohibited from subleasing or assigning any privilege of booth space covered by this agreement.

#### Space Assignment (continued):

4. Electricity is not available.
5. Vendor shall be substantially present at the exhibit space for the duration of the show hours and shall have qualified, experienced and responsible staff available at all times.
6. Glove use is required by any person handling ready to eat foods. No bare hand contact is allowed. Gloves must be changed when going from raw food to ready to serve foods: if gloves become damaged; and after a period of continued use.
7. All food and food contact items must be elevated off the ground.
8. Equipment shall not have cracks or crevices and shall be made of nonporous, non-toxic material. It shall also be free from dirt, corrosion, chipping paint, and shall be in a general state of good repair. Equipment shall also be easily cleanable. Plastic, which is cracked, metal which is rusted or pitted, and chipped enamelware should not be used.

#### Refuse & Sanitation & Safety

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. Trash must be placed in assigned dumpster that is provided.
5. For safety purposes vendor is responsible for covering exposed cords, etc.
6. Fire regulations require that you bring a fire extinguisher (Type ABC) if you use Sterno, Butane, Propane, Electric or Charcoal grills.
7. Port-a-potties will be on-site.

#### Merchandise Display:

1. The chairperson of the Concessions committee shall have complete discretion as to what is saleable and anything deemed not so shall be removed immediately.
2. We limit similar display booths and the vending of similar items so submit your application early. Because the Bristol Chrysanthemum Festival wants profitability for all vendors, efforts will be made to eliminate duplications of foods/specialty beverages sold. We may ask you not to sell a specific item sold by another vendor or make minor adjustments to assure no duplications of major items. Vendors will be notified of these items upon acceptance notification.
3. Prohibited items include, but are not limited to: alcohol or alcoholic beverages.
4. Vendor shall not sell or consume, nor permit his/her staff to consume, alcoholic beverages in the food service area or while vendor/staff are participating at the event.
5. Vendor is required to bring their own signage.
6. Vendor is required to provide their own menu.
7. Vendors shall not increase prices once the event opens to the public.
8. Vendor shall obey all fire regulations and County, State and other applicable laws.
9. Vendor is responsible for satisfying any and all applicable local, state and federal tax laws, health and safety requirements, laws and regulations.

#### Insurance:

Food Vendor shall, at his own expense, procure and maintain during the entire festival period of this agreement, Certificate of Insurance value \$ 300,000.00.

A copy of vendor 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.

Business Name:		Tax ID Number:	
Vendor and Booth Name:			
Contact Person:			
Address:			
City:	State:	Zip Code:	
Day Telephone:	Evening:	Cell:	
Fax:	E-Mail:		

**Concessionaire:**

Specify Number of Booths: \_\_\_\_\_

List of foods and beverages proposed for sale in your booth: (no exclusivity will be granted)

You must list all products that you will be selling at the Festival. Please include the price range of products. Your contract will be processed on the basis of this application. Violations may mean cancellation of contracts and forfeiture of monies paid.

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Choose category of food:

<input type="checkbox"/> pre-packaged	<input type="checkbox"/> individually wrapped	<input type="checkbox"/> soda	<input type="checkbox"/> water
<input type="checkbox"/> on site cooking	<input type="checkbox"/> no cooking required	<input type="checkbox"/> juice	

Other: Specify \_\_\_\_\_

Will you bring a generator?  Yes  No (preferably muffled for sound)

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

Signature denotes that I have read all the rules and regulations above and agree to comply

Please complete, sign and **return** this application with fee, tax permit, copy of insurance, and health certificate as noted on Vendor Agreement to one of the addresses below by June 30, 2010.

For more information contact:

Darlene Sawe - Chair, Bristol Chrysanthemum Festival, 289 Covey Road, Burlington, CT 06013  
 Lisa Wagner, Festival Planner - 154 Old Wolcott Road, Bristol, CT 06010  
 Phone: 860.675.5462 or 860.583.3321 (Darlene) or 860.582.3069 (Lisa)  
 Email: [dsawe57@sbcglobal.net](mailto:dsawe57@sbcglobal.net) or [wagnertl@comcast.net](mailto:wagnertl@comcast.net)