



**Main Street U.S.A.**  
Downtown New Britain  
Saturday, October 8, 2022

## Food Vendor Information, Rules and Requirements

Vendors are invited to apply to join the City of New Britain in celebrating Main Street U.S.A. on Saturday, October 8, 2022. The street-style festival will be held in downtown New Britain where the roads will be filled with food, craft, and vendor booths; a beer garden; a “kids zone” with rides and amusement activities; stages with community performances, children’s entertainment, headlining musical acts, and more! Thousands of people in the New Britain area are expected to attend the day-long event.

Please read the following information carefully:

**Application Process:** All vendor applications will be accepted on a first come, first served basis. All applications are subject to approval; the Parks, Recreation and Community Services Department reserves the right to accept or deny applications.

**Vendor Requirements:** To be considered for participation, a completed Food Vendor Application Form (including Connecticut sales tax ID number or non-profit 501c3 number) with full payment.

**All vendor applications will be reviewed as they are received. If your application is *approved for this event*, the following items are required:**

- **Main Street U.S.A. Food Vendor Agreement** - this will be sent to you once your vendor application has been approved. This agreement includes detailed information regarding required insurance coverage and limits. This agreement must be signed and returned.
- **Certificate of Insurance** (naming the City of New Britain/Consolidated School District, 27 West Main Street, New Britain, CT 06051, as additionally insured). Information regarding required insurance coverage and limits will be included in the Main Street U.S.A. Food Vendor Agreement, as stated above.
- **Temporary Food Service Establishment License application form**, available from the New Britain Health Department, 27 West Main Street, New Britain, CT. This form must be submitted with the appropriate fee to the New Britain Health Department. All food vendors must be properly licensed to vend in the city. Applications for permits can be found using the link below or by logging into [NewBritainct.gov](http://NewBritainct.gov), Apply for, licenses and permits, which will take you to our online permitting system. From that page scroll down to Health Department and then select Temporary Food Service License Application. [Health - Temporary Food Service License Application - ViewPoint Cloud](#)

**Qualifications:** Food vendors may only sell products approved by the Parks and Recreation Department and listed on the Food Vendor Application Form. Sale of products not listed and described completely on the application form will not be permitted. Booths will be monitored throughout the day to ensure compliance.

**Vending Hours:** Vending hours for Saturday’s event will be 12:00 p.m. – 9:00 p.m. Set-up will take place from 9:00 a.m. – 11:30 a.m. and clean-up will begin at 9:00 p.m.



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**Spaces:** Food vendor spaces are 10' by 20' in a row, adjacent to each other with no walkways between booths/trucks. Spaces will be marked on the road throughout the event footprint (footprint includes Main Street starting at East Main Street south to Chestnut Street, Bank Street, and West Main Street through Central Row). Vendors are responsible for providing their own equipment, electricity, tables, canopy tents, etc. and are responsible for securing tents and all property/merchandise from wind or inclement weather (no staking). Any equipment, trucks or tables must be within the space perimeters and may not extend into the walkways or another adjacent space. All spaces are assigned on a first-come, first-served basis at the discretion of the Parks and Recreation Department and will be communicated to each vendor with forthcoming event agreements. If your business is requesting to bring multiple food trucks/booths, one Vendor Application form must be filled out for each truck/booth.

**Space Fees:** Space fees are non-refundable, unless the Parks, Recreation and Community Services Department denies the application. Full payment must accompany the completed application for consideration. Checks may not be postdated. Payment by Visa or MasterCard is accepted. Fees are listed on the vendor application form.

**Weather:** In case of severe inclement weather, the rain date will be Sunday, October 9, 2022. We recommend that you and your staff dress appropriately for the forecasted weather conditions. Vendors should call 860-826-3360 or visit [www.nbparksnrec.org](http://www.nbparksnrec.org) for updated information in case of inclement weather.

**Set-up/Clean-Up:** Vendors will have access to the downtown area for set-up from 9:00 a.m. – 11:30 a.m. All vehicles used for unloading must be removed from the event area by 11:30 a.m. Vendors are expected to stay through the whole day until 9:00 p.m., at which time all sales must cease. Leaving the event area before 9:00 p.m. is prohibited and will be enforced by event organizers and the New Britain Police Department. Vehicles will be permitted back in the event area at 9:00 p.m. for clean-up. All spaces must be broken-down and cleared and all vehicles removed from the event area by 10:00 p.m. or earlier for safety.

**Miscellaneous:** We advise that you have a minimum of two people staffing your booth/truck at all times, especially during loading/unloading, moving vehicles and for restroom breaks throughout the day. Smoking is not permitted within the space areas. No unauthorized vehicles or motorized carts will be permitted in the area from 11:30 a.m. to 10:00 p.m. - access is limited.

**Compliance:** All vendors must comply with all rules and requirements stated above. Booths will be monitored throughout the day; any vendors not in compliance with rules and requirements will be asked to leave immediately. Refunds will not be granted. Non-compliant vendors will not be eligible to participate in future events.

***All CDC and State of Connecticut health and safety guidance will be followed.***



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**VENDOR APPLICATION: Food Booth/Truck**

Organization/business name: \_\_\_\_\_ Contact person: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of organization/business:  Food vendor (restaurant/food truck)  Non-profit/civic group food vendor  other  
CT Sales Tax ID: \_\_\_\_\_ Non-Profit 501c3 Tax ID: \_\_\_\_\_

Provide as much description as possible of your food booth/truck and list any items being sold:  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate any special needs or requests: \_\_\_\_\_  
\_\_\_\_\_

Vending spaces are 10' x 20'. Does your set-up include a:  Tent/table set-up  Food truck/trailer Truck/trailer dimensions: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H

**SPACE FEES**

Application and payment received:	On or before June 24, 2022	June 27-September 16, 2022
Non-profit/civic group food vendor	<input type="checkbox"/> \$150.	<input type="checkbox"/> \$175.
New Britain-based non-profit/civic group food vendor	<input type="checkbox"/> \$100.	<input type="checkbox"/> \$125.
Restaurant/food truck	<input type="checkbox"/> \$250.	<input type="checkbox"/> \$300.

**PROCESSING AND PAYMENT**

**Return completed applications with payment to:** New Britain Parks, Recreation and Community Services Department  
27 West Main Street, room 302  
New Britain, CT 06051  
**Forms of payment:**  Check or money order made out to "City of New Britain"  
 Cash  
 Credit card (Visa or MasterCard)

I, the undersigned, being desirous of participating in the above designated event, agree to the following terms and conditions of participation as a vendor: 1. I understand that this vendor application is subject to approval by the Parks, Recreation and Community Services Department and the City of New Britain, who has the authority to accept or reject any vendor, merchandise, food item, product, or promotional materials to be sold or distributed; 2. I agree and understand the nature and risks associated with this event, including the risks of suffering personal injury and/or property damage during the course of the event; 3. I understand this event is a not-for-profit recreational event and agree to waive on my behalf, or the behalf of the participant, and claim I and/or the participant may have against the City of New Britain, any agent or employee of the City of New Britain, any sponsor of the event, or any volunteer assisting in the event as a condition of my participation; 4. I give permission to the New Britain Parks, Recreation and Community Services Department to photograph and videotape my business/agency for various media promotions.

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