



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

Non-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.

Vending Hours: Vending hours for Saturday’s event will be 12:00 p.m. – 6:00 p.m. Set-up will take place from 9:00 a.m. – 11:30 a.m. and clean-up will begin at 6:00 p.m.

Spaces: Spaces will be marked on the road at Main Street and West Main Street, with no shade or electricity. Spaces will be marked on both sides of the street in a row, adjacent to each other with no walkways between booths. Vendors are responsible for providing their own tables, chairs, and canopy tents and are responsible for securing tents and all property/merchandise from wind or inclement weather. Any display, merchandise, or tables/chairs must be within the space perimeters and may not extend into the walkways or another adjacent space. Spaces are 10 feet by 10 feet. 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.

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 for updated information in case of inclement weather.

Set-up/Clean-Up: Vendors will have access to the area for set-up from 9:00 a.m. – 11:30 a.m. on both days. Non-food vending will be set up throughout the event footprint (Main Street on both sides of the street between Columbus Boulevard and West Main Street, and on West Main Street in front of Central Park). Vendors will be directed to enter the area through Columbus Boulevard to set up and break down. All vehicles used for unloading must be removed from the park by 11:30 a.m. Vendors are expected to stay through the whole day until 6:00 p.m. at which time all sales must cease. Leaving the park before 6:00 p.m. is prohibited and will be enforced by event organizers and the New Britain Police Department. All spaces must be broken-down and cleared by 7:00 p.m. or earlier for safety.

Certificate of Insurance: A certificate of insurance (naming the City of New Britain/Consolidated School District, 27 West Main Street, New Britain, CT 06051, as additionally insured) is required for all vending. Information regarding required insurance coverage and limits will be included in the forthcoming event agreements once approved as a vendor.

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 6:00 p.m. (5:00 p.m. on Sunday) - access is limited; non-food vendors must enter the vending area via Columbus Boulevard.



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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.

Specific requirements include:

Arts & crafts merchandise

Qualifications: Only traditional handmade arts & crafts merchandise will be considered for participation; all applications are subject to approval. Please enclose photographs of your merchandise/booth set-up; these must be submitted with applications for arts & crafts merchandise. We do not accept applications from those wishing to sell imports or manufactured articles which are not creatively altered in any way, or foods or drinks. Sale or exhibit of items not listed on the application form will not be permitted.

Application Requirements: To be considered for participation, the following items are required:

- Completed Vendor Application Form with Connecticut Sales Tax ID number;
- Payment in full

Sales Tax and Use Permit: Per Connecticut State Law, all vendors must obtain a Sales and Use Tax Permit when selling at any fairs or shows in Connecticut; permits must be displayed prominently in booth. The vendor is responsible for collecting sales and use taxes; a vendor is liable for their payment whether collected from customers or not. Returns and full payment of tax to State of Connecticut Department of Revenue Services (DRS) can be found at www.ct.gov/drs. All arts & crafts vendors participating in Celebrate New Britain must comply with state laws.

Non-profit/civic group

Qualifications: Non-profit organizations/civic groups must have a 501c3 tax ID vend in this group. A non-profit organization/civic group that is located in New Britain will receive a reduced rate on the vendor fee. Non-profit organizations/civic groups are encouraged to have displays, signs, informational flyers/handouts and marketing materials to promote their organization. Non-profit organizations/civic groups are not permitted to host activities or demonstrations, fundraise, sell or give away any merchandise, or any other items without approval from the Parks, Recreation and Community Services Department. Sale, exhibition or giveaways of items or activities not listed and described completely on the application form will not be permitted.

Application Requirements: To be considered for participation, the following items are required:

- Completed Vendor Application Form with non-profit 501c3 tax ID number
- Payment in full

Corporate/business

Qualifications: Corporate vendors are encouraged to have displays, signs, informational flyers/handouts and marketing materials to promote their business. Corporate vendors are not permitted to host activities or demonstrations, fundraise, sell or give away any merchandise, or any other items without prior approval from the Parks and Recreation Department. Sale, exhibition or giveaways of items or activities not listed and described completely on the application form will not be allowed.

Application Requirements: To be considered for participation, the following items are required:

- Completed Vendor Application Form with Connecticut Tax ID number
- Payment in full

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



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VENDOR APPLICATION: Non-Food

Organization/business name: _____ Contact person: _____
Street: _____ City: _____ State: _____ Zip Code: _____
Office Phone: _____ Cell phone: _____ Email: _____
Type of organization/business: Arts & crafts merchandise Non-profit/civic group Corporate/business other
CT Sales Tax ID: _____ Non-Profit 501c3 Tax ID: _____

Provide as much description as possible of your booth/display including items for fundraising, sales or give-aways. List items being sold:

Please indicate any special needs or requests: _____

Please enclose photographs of your merchandise/booth set-up; these must be submitted with applications for arts & crafts merchandise.

SPACE FEES

Application and payment received:	On or before June 24, 2022	June 27-September 16, 2022
Arts & crafts merchandise	<input type="checkbox"/> \$20.	<input type="checkbox"/> \$30.
Non-profit/civic group	<input type="checkbox"/> \$20.	<input type="checkbox"/> \$30.
New Britain-based non-profit/civic group	<input type="checkbox"/> \$15.	<input type="checkbox"/> \$20.
Corporate/business	<input type="checkbox"/> \$150.	<input type="checkbox"/> \$200.

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: _____