

Non-food Vendor Information, Rules and Requirements

Vendors are invited to apply to join the City of New Britain's *Celebrate New Britain* event on Saturday, May 20, 2023. Celebrate New Britain is a street-style festival held in downtown New Britain where the roads will be filled with food, craft, and vendor booths; a beer garden; a "kids zone" with amusements and activities; stages with community performances, children's entertainment, headlining musical acts, and more!

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: The event will be held on Saturday, May 20, 2023 from 12:00pm – 8:00pm with vending hours from 12:00p.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 Central Row with no shade or electricity. Spaces will be marked on both sides of West Main Street and Central Row, arranged 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.

Space Fees: One space fee allows for vending on the day of the event. 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: The rain date for this event is Sunday, May 21st. Vending hours will be from 12:00-6:00pm. Vendors should call 860-826-3360 or visit www.nbparksnrec.org for updated information in case of inclement weather. We recommend that you and your staff dress appropriately for the forecasted weather conditions.

Set-up/Clean-Up: Vendors will have access to the area for set-up from 9:00 a.m. – 11:30 a.m. Non-food vending will be set up on West Main Street on both sides of the street on Central Row beside Central Park. Vendors will be directed to enter the area through Washington Street for set up and break down. No vehicles will be allowed into the event, vendors are directed to park and unload in the Badolato Garage (25 Washington Street, New Britain CT 06051). 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.

Certificate of Insurance: A Certificate of Liability Insurance in the amount of \$1,000,000. 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.

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.- access is limited; non-food vendors must enter the vending area via Washington Street and park all vehicles in the Badolato Garage (25 Washington Street, New Britain CT 06051). Limited event staff will be available to assist with the loading and unloading process.

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:

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

Arts & crafts merchandise

Qualifications: 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.

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: _____

Are you requesting approval to host a demonstration or fundraiser or sell or give away any items at your booth? yes no

If yes, please provide as much description as possible. List any 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.

Are you a member of the New Britain Local Prevention Council? Yes No

SPACE FEES

Application and payment received:	On or before March 31, 2023	April 1 -May 5, 2023
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	<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: _____