



July in the Sky

Downtown Rockville



2023 VENDOR APPLICATION

Event date: Tuesday July 11 – 6:00 pm Rain date: Wednesday July 12

DOWNTOWN ROCKVILLE EVENT SITE REGISTRATION CONTACT:

Jennifer Holt 860-805-5610 info@rdact.com or RDACT.com

NOTE: In accordance with Town of Vernon Ordinances 188 & 237 the above event has been designated as a “Community Event” by the Vernon Town Council and as such all vendors must adhere to the guidelines of the ordinances in order to vend within the designated event site(s).

VENDOR INFORMATION: All perspective vendors must fill out the below form in its entirety. This form must be sent to vendor chairman for review. Submission of this application and proof of the necessary permits does not automatically entitle you to vend within the designated event sites for this event. You will be notified if your request to vend has been accepted by June 20, 2023. If your application is not accepted your application to vend fee will be returned to you within 30 days.

Name of Applicant: _____

Business Name: _____

Address: _____

Telephone: e-mail: _____

***Description of ALL goods or food desired to be sold:** _____

**The Event Committee has the right to limit duplication of products sold by multiple vendors. Failure to comply with this request may mean forfeiture of your privilege to vend and your permit will be revoked for this event.*

REGISTRATION FEE:

- \$20.00: Organization Information Booth (New this year)
- \$30.00: Small business, home crafters
- \$200.00: Food vendor per location

A space will be reserved and designated when registration form and fee is received and accepted by the Event Director. All booths must provide their own equipment, tables, chairs, etc. All booths are responsible for their own clean up and haul out. Parking will be in a designated area. Notice and map will be sent as to where you can park the day of the event.

SET UP and BREAKDOWN:

Set up begins no earlier than 4:00 p.m. and must be fully set up no later than 6:00 p.m. Breakdown can begin no earlier than 9:30 p.m. and must be completed no later than 10:30 p.m.

Food Vendor & Hawker Permits:

Hawker Permits: (Required by all Vendors Selling Items)

Vernon Police Department, 725 Hartford Tnpk. Vernon, CT
Phone: 860-870-9126 x5, Form and instructions available online.
Note: A \$25 fee applies per organization.

This permit takes two weeks and has many steps. DO NOT DELAY!!!!

Health Department Permit: (Food Vendors only)

This permit can be obtained at the North Central District Health Department, 375 Hartford Turnpike, Vernon, CT. Phone: 860-872-1501.

You cannot conduct business without a permit. Note Licensed vendors must still fill out the application (but no fee charged) Applications available online @ www.ncdhd.org

A temporary food service application must be submitted to the Health Dept. by June 16, 2022

SEND VENDOR APPLICATION & PAYMENT TO:

RDA P.O. Box 865 Rockville, CT 06066

CHECK PAYABLE to: RDA

AGREEMENT:

I, _____ representing the following business or
(Name of applicant)

non-profit organization _____

have read and understand the above guidelines regarding the procedure for application to vend as well as the guidelines outlined in Ordinances 188 & 237.

Applicant's signature

Date of application

****Make sure to include the following with this application: Completed application and Check payable to RDA**

For Vendor Chairman's use only: Date rec'd: _____ Payment: \$ _____ Check # _____ () M.O. () Cash _____ RDA contact initials: _____ Application: () Accepted () Denied Space/location assignment: _____ Type of product/food allowed to vend: _____
