



VERNON PARKS AND RECREATION DEPARTMENT

120 SOUTH STREET, VERNON, CT 06066

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www.vernonrec.org

2024 JULY IN THE SKY VENDOR APPLICATION

VENDOR INFORMATION

July in the Sky is scheduled for Tuesday July 9, 2024 with a rain date of Wednesday July 10, 2024.

All perspective vendors must fill out the below form in its entirety for consideration to attend and/or sell at July in the Sky's Henry Park and/or Downtown Rockville Locations.

Submission of this application and proof of necessary permits and insurance does NOT automatically entitle you to vend within the designated event sites for this event. You will be notified upon receipt of your application and when your application has been approved or denied by the event organizers. If your application is not accepted your deposit will be returned.

Name of Business/Organization: _____

Applicant's first and last name: _____

Mailing address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

FOOD & NOVELTY VENDORS

Please indicate below what you are applying for and the number of booth(s) in each location. There is a \$250 fee per booth.

- Henry Park Food Vendor. I am applying for ____ booth(s).
- Henry Park Novelty Vendor. I am applying for ____ booth(s).
- Downtown Rockville Food Vendor. I am applying for ____ booth(s).
- Downtown Rockville Novelty Vendor. I am applying for ____ booth(s).

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

Check only one: I **WILL** or I **WILL NOT** be bringing a generator or other power source (gas, electric, or other) with me to July in the Sky.

HOME CRAFTER/ COMMUNITY INFORMATION VENDORS

Please indicate below what you are applying for and the number of booths in each location. There is a \$50 fee per booth. Vendors in this category are not permitted to sell any food or beverage products.

Downtown Rockville crafter/information booth. I am applying for ____ booth(s).

Description of ALL goods desired to be sold and/or items to be distributed: _____

Check only one: I **WILL** or I **WILL NOT** be bringing a generator or other power source (gas, electric, or other) with me to July in the Sky and I will not have power at my booth.

The Town of Vernon has the right to limit the number of vendors in attendance, duplication of products and/or products deemed to be inappropriate for a community event. Vendors must list ALL goods or food desired to be sold and distributed. The vendor is required to provide a copy of all flyers, pamphlets, brochures, etc. prior to distribution. All materials must be submitted by June 24th. Any materials not submitted for review may not be distributed. Failure to comply with this request will result in forfeiture of your privilege to vend and your permit will be revoked for this event.

A 50% deposit must be submitted with this application. Space will be held for returning vendors in good standing until April 14, 2024. Checks are payable to Town of Vernon. Applications will not be accepted after June 10, 2024.

All balances and forms are due no later than 12:30pm on June 24, 2024. Failure to follow through with final payment, submission of insurance, and or completion of ALL permits by the listed date and time will result in forfeiture of all monies paid to date and vendor permit.

ADDITIONAL TERMS

Town of Vernon reserves the right to make any event changes it deems in the best interest of public safety. The Town of Vernon is not responsible for any expenses incurred to comply with regulations or expenses caused by changes to the event up to and including event cancellation. In the event July in the Sky is not held in this calendar year, the Town of Vernon will refund permit fees paid to the Town of Vernon. This does not include fees paid to North Central District Health Department or Vernon Police Department.

WHAT IS INCLUDED

A space will be reserved and designated when registration application and fee are accepted by the event organizers. Upon arrival for the event, vendor will be directed to their designated vending area. All vendors must provide their own equipment (tables, tents, chairs, power source, etc.) All vendors are responsible for their own clean up and haul out. Vendors must remain within their designated area(s).

ARRIVAL, SET UP & BREAKDOWN

Arrival and set up begins **no earlier than 4:00pm at Henry Park and no earlier than 5:00pm at Downtown Rockville**. All vendors must be fully set up no later than **6:00pm**. Any vehicle that do not fit within your designated area must be moved to an appropriate parking location. Vendors requesting an earlier setup time in Henry Park should submit the request in writing no later than four weeks from the event date. If the request is accepted, there is a \$75 charge per location for early setup. Early set up is not available in Downtown Rockville.

Breakdown can begin no earlier than the start of the Fireworks. Vendors cannot move any vehicles or turn on vehicle lights until fireworks have concluded. Breakdown must be accomplished no later than 11:59pm. Vehicles remaining on site overnight will be ticketed and towed at vendor's expense.

ADDITIONAL PERMITS & INSURANCE

It is the responsibility of the Vendor to secure and show proof of the below additional permits as well as provide the required insurance. These forms must be submitted to the appropriate parties no later than June 10, 2024. Copies of the **approved forms** must be provided to us no later than June 24, 2024. Failure to secure ALL permits AND provide proof of approved permits & insurance will result in forfeiture of all monies paid to date and vendor permit.

Peddlers, Hawkers, Solicitors, Canvassers & Salesman permit must be submitted to the Vernon Police Department no later than the date indicated above. One permit is required for each vending location. IF YOU ARE REQUESTING MORE THAN ONE LOCATION YOU WILL NEED MORE THAN ONE PERMIT. There is a charge for this permit which is paid directly to the Vernon Police Department. The Vernon Police Department can be reached at 860-872-9126.

Temporary Food Service Application can be obtained through the North Central District Health Department located at 375 Hartford Turnpike, Vernon, CT. Phone: 860-872-1501. NCDHD licensed vendors must still complete the application. This application must be submitted to NCDHD no later than the date indicated above.

Insurance must be provided by all food and novelty vendors. Crafter/Informational vendor applications will be reviewed and the business owner will be notified if insurance is required. All certificates of insurance MUST name the "Town of Vernon, 14 Park Place, Vernon CT 06066" as additionally insured. Insurance coverage must have minimum \$1,000,000.00 liability coverage.

HOW TO APPLY

Completed vendor applications can be sent to;
Vernon Parks and Recreation Department
Attn: JITS Vendor Request
120 South Street
Vernon, CT 06066

The follow items must be included

- 2024 Vendor Application (all portions completed)
- 50% deposit payable to Town of Vernon

I, _____ representing the following business or organization:

_____ Have read and understand the above guidelines regarding the procedure for application to vend as well as the guidelines of Ordinances 188 and 237.

Applicant's Signature

Today's Date