

Vendor Contract- Rules & Regulations

Vendor Fee:

1. Vendor understands that all vendor fees are non-refundable, and festival will be held weather-permitting. A fee of \$20 will be charged for all checks returned not payable. Vendor fee entitles vendor to an outdoor space consisting of 15' aisle frontage. Spaces are at least 20' deep. Festival Management will not provide tables, chairs, tents, etc. Standard electricity (regular 110V plug) is available with a 100' extension cord from any space. **There is a \$75 charge for a 220V electrical hookup. We will have an electrician present Friday October 8th, and it will be your responsibility to make yourself available for hookup.**
2. You must apply as a **"Food Vendor"** if you plan on preparing foods for on-site consumption. Food for on-site consumption should reflect the garlic theme. Each food vendor should serve at least one item flavored with the **significant use of fresh garlic**. Food products sold by anyone other than a registered "Food Vendor" must be packaged in a way that the intention is for off-premise consumption. This may include bottled and sealed salsa, dips, etc. "Food Vendors" must apply for a temporary food service license through the Torrington Area Health District. See enclosed form.

Setup:

1. Booth setup begins at 12:00 PM on Friday October 8, 2010. Gates to the setup area will be closed at 8:00 PM on Friday. Earlier setup times are available by appointment. Festival Management is not responsible for security of items in booth spaces after hours. It would be recommended to keep merchandise locked in vendor's truck or van during times when vendor's booth is unattended. Booth setup may also occur on Saturday October 9th. Gates will be opened at 6:30 AM and setup will last until 9:30 AM. At 9:30, vehicle access to the field will be closed. This is to ensure the safety of all vendors and fair attendees! Vendors can keep their vehicle behind their space as space permits. Parking behind vendor spaces will be given on a first come, first serve basis on both days. If it is not possible to fit your vehicle behind your space, there will be a designated vendor parking area within the gates of the field where you can park.
2. All spaces are on dirt or grass, so anchoring for a tent will be possible at all booths. It is your responsibility to properly anchor your tent, as winds can be strong at the Bethlehem Fairgrounds. Vendor is responsible for making sure that tent stakes fit within their booth space.

Hours:

1. The festival gates will be open to the public from 10:00 AM to 5:00 PM on both Saturday and Sunday. The vendor's booth exhibit must be in presentable order by 9:45 AM on both days. Vendor may not break down booth until 5:00 PM on Sunday. The movement of vehicles while fair attendees are still on the grounds can become dangerous.
2. If vendor wishes to remove inventory or equipment from their booth on Saturday evening, this may be done after 5:00 PM up until 6:00 PM, at which point vehicle access to the festival field will be closed for the night.
3. Vendor will be open for business from 10:00 AM until 5:00 PM on both Saturday and Sunday. Festival Management must approve any deviation from these posted hours.

Lodging:

1. If you plan on staying at a hotel, please check the following nearby areas for available hotel rooms: Woodbury, Southbury, Torrington, Waterbury. You can Mapquest directions from hotels in any of these areas to the Bethlehem Fairgrounds: 384 Main Street North, Bethlehem, CT 06751. Please note that the Northwest Corner has a large tourist influx on Columbus Day Weekend, so early booking is strongly advised.

“Keeping it Legal”:

1. Vendors selling taxable merchandise (anything other than farm produce) must hold a valid CT tax number. Festival Management will not be checking for the sales tax permit, however, a representative from the Connecticut Department of Revenue Services may or may not appear at the festival and be checking. Those without permits will assume all risks. If vendor does not have such a number, they may apply for one by filling out form REG-1. This form may be obtained by going to the following website: <http://www.ct.gov/drs/cwp/view.asp?a=1509&q=266240>. You must either fill out the form on the internet and submit it electronically, or print out the form and return it to the address on the form by mail. If submitting the form by mail, in 5-6 weeks from when your form REG-1 is received by the CT Department of Revenue Services you will receive your sales and use tax permit. It is best to start early with the process of obtaining your CT tax number so that you have it by the time of the festival. However, if you fill out REG-1 online and submit it electronically, you will receive your sales and use tax permit in only 5-6 days. It is the responsibility of the vendor to obtain the CT tax number and display their Sales & Use Tax Permit at their booth.
2. “Food Vendors” must apply for a temporary food service license through the Torrington Area Health District. Form should be enclosed for all potential food vendors. If not enclosed, please download one from: <http://www.tahtd.org/pdf/tempwithreg2.pdf>

Requirements from the Bethlehem Fire Marshall’s Office

All vendors must be sure to comply with the following requirements from the Bethlehem Fire Marshall’s office:

1. **PROPANE TANKS** must be in compliance with NFPA 58, **having a 12-year inspection date** (e.g. tanks must have a date no older than 1998 to be in compliance with the 12-year limit). **The Bethlehem Fire Marshall will be firm in enforcing this rule.** Tanks must not have any rust spots or bare metal showing and must be secured so they can not tip over while they are being used or stored. They must be properly marked with propane company’s name and telephone number and propane markings. All tanks not in compliance will be removed from the fairgrounds.
2. **PORTABLE FIRE EXTINGUISHERS** must have a tag indicating that they have been inspected within the last 12 months. An extinguisher with at least 10 pounds capacity must be mounted near the exit in any booth or trailer with cooking facilities, including grills and deep fryers.
3. Any vendor space that uses a flame or heat producing device shall have at the minimum a Type ABC portable fire extinguisher on site and available, located near the exit. The extinguishers (more than one if the hazard requires) shall be sized to handle the extinguishment requirements, but no smaller than 10ABC.
4. **ELECTRICAL LINES** and **LINES FOR COMPRESSED GAS OR WATER** must be buried or covered with heavy-duty mats in areas where the public must walk.
5. Any vendor with a booth that has a **TENT** with sides exceeding 12’ by 12’ must contact the Bethlehem Building Inspector at (203) 266-5703 to determine if a permit is required.
6. **Sturdy ground type EXTENSION CORDS** must be used. No lamp type extension cords are allowed. A power strip box with a breaker must be used. All cords must be tested and tagged that proper ground continuity has been assured.