



51ST ANNUAL APPLE HARVEST FESTIVAL

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David A. Lapreay
ASST. FESTIVAL COORDINATOR
Julia Berardinelli
SPONSORSHIP COORDINATOR
Melissa Cocuzza
of A Balanced Life

VENDOR BOOTH APPLICATION

Vendors are expected to be set up for the duration of the Festival (6 days over 2 weekends).

SUBLETTING OF BOOTHS IS STRICTLY PROHIBITED.

FIRST WEEKEND:

Friday, October 4, 2019	5:00 pm – 9:00 pm
Saturday, October 5, 2019	11:00 am – 9:00 pm
Sunday, October 6, 2019	12:00 pm – 7:00 pm

SECOND WEEKEND:

Friday, October 11, 2019	5:00 pm – 9:00 pm
Saturday, October 12, 2019	11:00 am – 9:00 pm
Sunday, October 13, 2019	12:00 pm – 5:00 pm

Pages 4-6 of this application form, along with the application fee AND a copy of your Certificate of Insurance must be received **no later than June 1, 2019**. Checks should be made payable to “Town of Southington.” Please mail all required items to:

Apple Harvest Festival, 75 Main Street, Southington, CT 06489

Preferential consideration for booth space and location will be given to non-profit organizations on a first-come, first-served basis as well as on the basis of previous Festival participation. Final decisions will be at the discretion of the Apple Harvest Festival Supervisory Committee. If the Festival Supervisory Committee does not select your entity for vending participation, all payments will be returned to you. We will make every effort to accommodate your booth location request; however, we reserve the right to change the location up until the opening day of the Festival.

NON-PROFIT VENDORS

To qualify as a non-profit vendor, the organization must be a civic, fraternal, church, social service, school, or school organization with a non-profit status and tax exempt number.

INSURANCE

The Town of Southington must be listed on your current insurance policy as “Additional Insured.” Minimum liability insurance coverage must be \$1,000,000.00 combined single limit. A copy of your Certificate of Insurance must be filed with the Apple Harvest Festival Supervisory Committee no later than June 1, 2019 or your booth application will be declined. Your certificate may also be submitted with your application (preferred).

HEALTH PERMITS & INSPECTION

All food vendors must apply for a food service permit with the Southington Health Department (located on the second floor of the John Weichsel Municipal Center at 196 North Main Street, Southington) by September 1, 2019. The Southington Health Department will assess each commercial vendor a \$100.00 permit fee. Non-profit food vendors are also required to apply for a food service permit but will not be charged a permit fee. Permits will be given after the health inspection on the opening day of the Festival. Permits are only valid for the food items listed in this application and on the health permit application. Selling of any other food items is not authorized by the Town of Southington.

Inspections will begin at 3:00 pm on Friday, October 4, 2019. All vendors are expected to be fully set up and ready for inspection by 3:00 pm.

VENDOR SET-UP GUIDELINES

TOWN GREEN / APPLE ALLEY AREA VENDORS

- Tent set-up on the Town Green and Apple Alley will begin on Tuesday, October 1, 2019 (weather permitting).
- Trailers are expected to arrive on Monday, September 30, 2019 between 1:00 pm – 4:00 pm.

RICCIO WAY VENDORS

- Tent set-up on Riccio Way will begin on Wednesday, October 2, 2019 after 3:00 pm (weather permitting).
- Trailers are expected to arrive on Tuesday, October 1, 2019 between 12:00 pm – 4:00 pm. Trailers not arriving during this time period will be subject to relocation.

VENDORS USING TENTS

- Vendors using tents are required to use only the tents supplied by the Festival.
- Tents will include solid sides, an electrical hook-up according to vendor specification, a counter with skirting, and two chairs. Cost of tent will be determined by size. Any other tables, chairs, or counters must be brought to the Festival by the vendor or may be ordered (for an additional fee) on Page 5 of this application.
- Location of tent is allocated based on size and electrical needs. There are no guarantees on location or position.
- Every effort will be made by the Apple Harvest Festival Committee to assign tent location based on that of the previous year; however, there is no guarantee. If you prefer to be moved to a new location from the previous year, please contact David Lapreay, Festival Coordinator.

PATRON SEATING

- Tables and chairs provided by the Apple Harvest Festival are solely for the use of customers.
- Vendors may bring tables and chairs for breaks or sitting areas. Tables and/or chairs may also be ordered (for an additional fee) on Page 5 of this application.
- Vendors may not take any tables or chairs for their own use from other booths or Festival grounds areas.

GENERAL BOOTH RULES

- Booths may not be sublet. No exceptions.
- All booths and trailers must be set up and ready for Health and Fire Department Inspectors by 3:00 pm on the opening day of the Festival – Friday, October 4, 2019. You must provide a “No Smoking” sign in your booth.
- All booths and trailers agree to conform to the Southington Fire Department’s “Standards for Temporary Booths at Carnivals, Fairs, etc.” during the Festival dates. Current standards will be sent upon vendor approval but are subject to change. You will be provided with a copy of any changes when the Apple Harvest Festival Committee receives them.
- All booths must have a working fire extinguisher with an up-to-date inspection tag.
- You are not allowed to nail or staple into canvas, tents, and/or counters. Dismantling any part of your booth is strictly prohibited. Any alterations needed to your booth must be indicated on your application. Your organization is responsible for any and all damage to your booth.
- All booths must be staffed and open all hours of the Festival.
- The official hours are subject to change at the discretion of the Apple Harvest Festival Supervisory Committee. In the event of inclement weather, the Festival Supervisory Committee, whose decision shall be final, will determine early closings or late openings. No refunds or fee adjustments will be given for closing due to inclement weather. Changes in schedule due to weather will be posted on our website at www.southingtonahf.com.
- No helium balloons or other articles that use helium shall be sold or given out any booth (per Connecticut State Statute Ch. 490 Sec. 26-25c).

GENERAL BOOTH RULES (CONTINUED)

- Use of alcoholic beverages or non-prescription drugs is prohibited by any Festival vendors or volunteers.
- Parking in the municipal lot at the top of Riccio Way is allowed for vehicles with Festival parking passes. No parking is allowed on closed streets surrounding the Town Green.
- No parking is allowed on either side of Riccio Way during official Festival hours. Parked cars will be towed at owner's expense. A special loading/unloading zone will be designated on Main Street for temporary parking.
- Absolutely NO obstacles (i.e. signs, boxes) will be allowed outside booths.
- Garbage removal is the responsibility of the vendor.
- All booths must be emptied and cleaned by 8:00 am Monday following the Festival (October 14, 2019).
- No other items, except those approved, may be sold from booths (i.e. raffles, novelties, etc.)
- It is the responsibility of the vendor to arrange his line of patrons so other vendors and main pedestrian traffic ways are not affected.

FOOD BOOTH RULES

- No open charcoal fires are allowed.
- Water for sanitation, cleaning, or other Health Dept. regulations must be provided and disposed of properly by the vendor.
- Absolutely no booths will do business prior to the Festival opening on Friday, October 4, 2019 at 5:00 pm.
- Each booth is responsible for emptying their trash barrels into the large dumpsters provided by the Festival both during the day and at the close of each night. Do not dump garbage into common Festival garbage barrels.
- All food booths and trailers must have two (2) trash barrels with lids.
- Special drums will be provided for waste grease. **NO WASTE GREASE IS TO BE DUMPED INTO DUMPSTERS, STORM DRAINS, OR THE GROUND. VIOLATORS WILL BE TICKETED BY POLICE.**
- Disposing of any materials in the storm drains is strictly prohibited.

If you have any questions, please call or write to:

David A. Lapreay, Festival Coordinator
Apple Harvest Festival
75 Main Street
Southington, CT 06489

Phone: 860-276-8461 Email: ahfestival@southington.org Website: www.southingtonahf.com

51ST ANNUAL SOUTHLINGTON APPLE HARVEST FESTIVAL

**Return completed form (pages 4-6), payment, and Certificate of Insurance by June 1, 2019 to:
Apple Harvest Festival, 75 Main Street, Southington, CT 06489**

Business/Group Name (1 Vendor per Application): _____

Street Address or PO Box: _____

Town: _____ State: _____ Zip: _____

Contact Name: _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Fax: _____

COMMERCIAL: Federal ID # _____ OR Social Security # _____

NON-PROFIT (CHURCH, CIVIC, SCHOOL, ETC.): State Tax Exempt # _____

TYPE OF CONCESSION (CHECK ONE)

Non-Profit Exhibit Services Merchandise Other (Specify): _____

Food – List ALL Menu Items: _____

NOTE TO FOOD VENDORS: Products sold by returning non-profit vendors are exclusive and may not be duplicated by any other vendor. No beverages other than coffee, tea, hot chocolate, and ciders are allowed to be sold. If you are not a participant of the Festival as an approved food vendor, you will not be able to sell food. **You must apply for a food service permit through the Southington Health Department at the John Weichsel Municipal Center, 196 North Main Street, by September 1, 2019.**

APPLICATION FEES

1. Base Fee – All Vendors (Includes electricity, grounds & trash services)	\$1310.00 (Commercial); \$450.00 (Non-Profit)
2. Tent Fee – Does not apply to trailers/food trucks (See Page 5, Sec. A)	\$
3. Trailer/Food Truck Fee – Does not apply to tents (See Page 5, Sec. B)	\$
4. Special Electrical – Over 120V (See Page 6)	\$
Total Application Fee Due (Add Items 1-4 Above)	\$

I/We understand that this application is subject to approval by the Apple Harvest Festival Supervisory Committee, which has the sole authority to accept or reject any vendor, food item, product, or promotional materials to be sold or distributed. I/We will be provided with a copy of the accepted application. In consideration of the promotion, advertisement, and coordination of the Apple Harvest Festival sponsored by the Town of Southington, the undersigned agrees to conform to all terms, standards, and rules listed in this application and to the penalties for non-compliance as set forth in this application. I/We also understand and agree that the organization I/we represent takes responsibility for any and all damages to our organization's booth(s).

Signature of Authorized Applicant _____ Date _____

Printed Name of Authorized Applicant _____

FOR OFFICE USE ONLY Date Application Received: _____ Accepted: Yes No

Date Insurance Certificate Received: _____ Payment Amount Received: \$ _____

Application Processed/Authorized By (AHF Committee Member): _____

BUSINESS/GROUP NAME: _____

TENTS, TRAILERS & FOOD TRUCKS

A. If you require a TENT, complete this section:

NOTE: Booths located on or immediately around the Town Green may have a maximum tent size of 10' x 20'. Up to 2 tents per vendor will be allowed. Tents include a counter with skirting and 2 chairs.

QUANTITY	SIZE	COST PER UNIT
	10' x 10'	\$350.00
	10' x 20'	\$680.00 (Limited number available; first-come, first-served)
	15' x 15'	\$635.00 (Not available on Town Green or Apple Alley)
	20' x 20'	\$775.00 (Not available on Town Green or Apple Alley)
	Extension Poles	\$40.00 (\$10.00 per pole x 4 poles per tent)
	Window Sides	\$50.00 (per tent)
	Table, 6' x 30"	\$10.00 (per table)
	Chairs	\$2.25 (per chair)

Total Tent Fee: \$ _____ (Enter this amount on Page 4, Application Fees – Line 2.)

B. If you are bringing in a TRAILER or FOOD TRUCK, complete this section:

Please provide all three trailer/truck dimensions. Measurements must include any awnings, hitches, and anything else that may affect size.

Include a photo or sketch showing doors, hitches, and selling points of your trailer or truck for placement determination. Your trailer or truck is subject to approval by the Apple Harvest Festival Committee.

Trailer/Truck Dimensions (in ft.): Length _____ Width _____ Height _____

1. Base Fee for all Trailers/Trucks 1'-20' in overall length \$600.00
2. Additional fee (per foot) for every foot in length over 20' \$100.00 x _____ feet

Total Trailer/Truck Fee: \$ _____ (Enter this amount on Page 4, Application Fees – Line 3.)

Example: A trailer with a 24' overall length would cost:

$\$600.00$ (base fee for up to 20' length) + $\$400.00$ ($\$100.00$ x additional 4') = $\$1,000$ total trailer fee

BUSINESS/GROUP NAME: _____

ELECTRICAL REQUIREMENTS

RULES

1. No electric heaters. Stoves or fryolators must be propane-fired.
2. No electric fixtures, appliances, etc. other than approved lights will be used without permission and special wiring by the Festival's electricians.
3. Extension cords must be ground fault, a maximum of 100' in length, and heavy duty #10 or #12.
4. All booths will unplug all unnecessary electrical appliances each night after closing.
5. Tent lighting will be provided and is included in Base Fee. Vendors may supply additional lighting; however, light bulbs must be LED and rubber-coated.

YOUR ELECTRICAL NEEDS

One (1) 20 amp 120V is included in the Base Fee. Each additional 20 amp 120V circuit will cost \$25.00.

230V single phase is available at an additional fee of \$175.00 per 230V circuit.

3 phase electrical is not available.

1. Number of additional 120V circuits: _____ x \$25.00 = Total 120V: \$ _____

2. Number of 230V single phase circuits: _____ x \$175.00 = Total 230V: \$ _____

Total Electrical Fee (Line 1 + Line 2): \$ _____ (Enter this amount on Page 4, Fees – Line 4)

If required, select 230V Amperage (pending availability):

<input type="checkbox"/> 20A	<input type="checkbox"/> 30A	<input type="checkbox"/> 40A
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Optionally, list items that need power or any questions/concerns you may have:

FOOD VENDORS

1. Will propane be used? No Yes – Tank Size: _____ (indicate lbs. or gallons)

2. Type of food product(s) to be sold – check all that apply: Cold food; no heating appliances will be used on site
 Hot food; cooked off-site and warmed/reheated on site
 Hot food; cooked on site

3. Please list all appliances to be used for cooking and/or warming food (including sternos):
