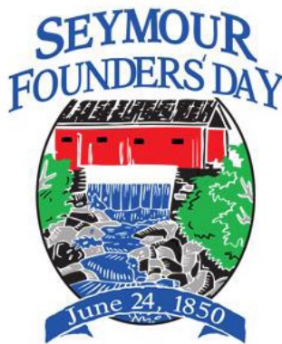




Linda Bellavance, President
 Judy Simpson, Vice President
 Carmie Potash, Treasurer
 Theresa Dunlop, Secretary



Board of Directors
 Tom LaPaglia Steve Culmo
 Gene Williams. Kent Bartlett
 Michael Kearney

EVENT DATE JUNE 3, 2018

** Rain Date June 10, 2018

VENDOR - EXHIBITORS INSTRUCTIONS & INFORMATION

Set-up time 5:30 am - 9:30 am All streets closed to any vehicle traffic at 9:30 am

- * Any vendor arriving after 9:30 am will not gain access to event
- * Refunds will not be given for late arrivals

During sign in time: You will receive your assigned spot location with directions to said location

Once arriving at your assigned spot - you **MUST** unload your vehicle as quickly as possible and move it to the Vendor Parking Lot located at the Seymour Community Center next door to the Congregational Church on Broad Street. Boy scouts will be available to help unload vehicles, set-up tarps/tents and stay with goods if necessary, while you park your vehicle. Please take advantage of their help! Transportation will be available to return you to the event area at the vendor lot entrance. Upon returning you may begin your area set-up. Please be sure you have completed set-up by 9:30 am. **All tents must have weights attached to all poles. Failure to have weights will cause you to be immediately ejected from the event.** If you arrive without weights, you will have the opportunity to purchase on site for a fee of \$75 per set.

Every entry fee enables a vendor to a space **NO-LARGER** than 10' X 10'. **Area size will be strictly enforced.** Any additional space needed will require the Vendor to purchase a second space at the same cost of original fee. Vendors are required to provide their own tables and tarps. **Electricity is not available.**

No storage vehicles will be allowed in event perimeter.

In the event of an emergency, the fire horns will sound three times. Please follow all instructions given at sign in.

There is limited handicap parking for vendors. Please note on your application if you require a handicap parking space. A DMV issued handicap permit is required.

Hours of Event are 10:00 am - 4:00 pm **There will be a \$50.00 charge if you breakdown your space prior to 4 pm. Vendors are responsible for the collection of all taxes including CT sales tax.

Food Vendors are responsible for contacting the **Valley Health Dept, at 203- 881-3255** to secure all necessary paperwork for the selling of food and **MUST show paperwork at time of check-in.**

ALL TRASH from your allotted area must be removed after the event. Trash receptacles and dumpsters are available throughout the downtown area. Food Vendors **MUST TAKE AWAY** any unused or unsold food with them or deposit such food in the dumpsters located at either lower Main Street, close to the beer-garden or in the parking lot located next to Town Hall. **No trash bags of food may be left behind by food vendors!**
 Event organizers will monitor the food court at time of breakdown.