



The Southbury Women's Club is seeking local artisans, craftsmen, farmers, and food-producers to be a part of "CT Arts & Eats—A Day of Artisan Wares and Fares," taking place Saturday, September 8, 2018 from 10 am until 4pm at Stibb's Field, Southbury Training School, in Southbury, CT.

The spacious Stibb's Field with its picturesque pond and pines will serve as the backdrop to this late-summer event, which will showcase high quality, unique products made by artisans from throughout Connecticut and beyond. Picnic tables, musical entertainment, food, and lawn games will encourage visitors to relax and enjoy a pleasant afternoon perusing all that our great vendors have to offer. The net proceeds from this event will benefit many local charities in our community.

Formerly the long-running Southbury Fall Fine Arts Festival, this revamped event will feature a more diverse set of vendors, including food trucks, and a beautiful new location to allow for a more flexible and optimized layout. Extensive print and social media advertising are planned.

Please fill out the attached Application, then read and sign the associated Rules and Regulations. We hope to have the opportunity to consider your application for participation.

If you have any questions, please email us at [CTArtsEats@gmail.com](mailto:CTArtsEats@gmail.com), visit our Facebook page at "CT Arts & Eats," or visit [www.southburywomensclub.org](http://www.southburywomensclub.org).

We look forward to hearing from you!

The Southbury Women's Club



## CT Arts & Eats 2018 Vendor Application

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Website/Etsy/Facebook/Instagram Page: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Connecticut Tax Registration #: \_\_\_\_\_

List items you plan to sell. Any item not listed and approved, cannot be sold:

Number of Spaces requested: \_\_\_\_\_ Total amount enclosed: \_\_\_\_\_

The early applicant fee for a single space is \$65 (double space is \$130) when the application is received by July 1, 2018. After July 1, 2018 the fee is \$75 for a single space (double space is \$150). The deadline for receipt of applications is September 1, 2018.

Single spaces are 10' x 12'. Double spaces are 10' x 24'

Please include with your completed application:

- Three photographs (photos may be emailed to CTArtsEats@gmail.com or you may direct us to an appropriate website in lieu of hard copies):
  - One photograph of your completed work
  - One photograph of your workspace
  - One photograph of your booth display
- Payment in full. Please make checks payable to: Southbury Women's Club
- Signed and dated Rules and Regulations
- **Vendors with food samples ONLY:** Temporary Food Service License Application and associated fee (check payable to "PDDH"). **Please note:** this must be received by August 1, 2018, which is prior to the September 1 application deadline.

## CT Arts & Eats 2018 Food Truck Application

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Website/Etsy/Facebook/Instagram Page: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Connecticut Tax Registration #: \_\_\_\_\_

Please describe the menu of foods you plan to offer. Any item not listed and approved, cannot be sold:

Describe your set-up and how much space you will require:

Total amount enclosed: \_\_\_\_\_

The early applicant fee is \$120 when the application is received by July 1, 2018. After July 1, 2018 the fee is \$140. The deadline for receipt of applications is August 1, 2018.

Please include with your completed application:

- Two photographs (photos may be emailed to CTArtsEats@gmail.com or you may direct us to an appropriate website in lieu of hard copies):
  - One photograph of your set-up
  - One photograph of some of your food offerings
- Payment in full. Please make checks payable to: Southbury Women's Club
- Signed and dated Rules and Regulations
- Temporary Food Service License Application and associated fee (check payable to "PDDH")

## Rules and Regulations

**Fees:** Payment for space must be made in full at the time of application, made payable to the Southbury Women's Club. In the event an application is not accepted by the Southbury Women's Club (SWC), the space fee will be returned to the applicant in full. Checks with insufficient funds will be subject to a \$20 return check fee and your space will not be held until the check and the service charge are paid.

**Insurance:** ALL accepted vendors must provide a Certificate of Insurance naming the town of Southbury and Event Host (Southbury Women's Club) as additional insured by September 1, 2018. Vendors must provide a certificate of insurance in the amount of \$1,000,000 naming BOTH of the following as additional insured:

- Town of Southbury
- Southbury Women's Club, P.O. Box 195, Southbury, CT 06488

Vendors failing to provide the required Certificate of Insurance by September 1, 2018, will not be permitted to participate in CT Arts & Eats and the vendor fee will not be refunded. Please note, this one-day insurance coverage is not meant to be cost-prohibitive to your participation in the event. For example, ACT (Artists, Crafters & Tradesmen) Insurance can be very affordable. For more information, visit their website: [www.actinsurance.com](http://www.actinsurance.com).

**Food Sales and Sampling:** All FOOD vendors sampling products or providing food concessions must obtain a Temporary Food Service License from the Pomperaug District of Public Health. The Temporary Food Service License Application is available online at: [www.pddh.org/downloads](http://www.pddh.org/downloads). To simplify planning, food vendors are strongly encouraged to submit their completed Food Service License Application and associated fee (check payable to "PDDH") along with their completed application. The Southbury Women's Club will then deliver all paperwork to the Pomperaug District of Public Health.

The Food Service License Application is subject to review and approval by the Pomperaug District of Public Health. The health inspector may contact you for additional information if deemed necessary to issue your license. It is the vendor's responsibility to comply with health-safety provisions including an on-site health inspection on the day of the event. Failure to pass the health inspection may result in operating at a limited capacity or not at all. Failure to pass this inspection does not qualify the vendor for a refund.

**Inclement Weather:** This event will be held rain or shine. Southbury Women's Club reserves the right to cancel the event in the case of an extreme emergency situation. In the event of cancellation, fees are non-refundable.

**Booth Setup:** All booths must be anchored with weights or stakes to ensure the safety of the event.

**Time Commitment:** All exhibitors must be set up one hour prior to the event's opening time to the public, which is 10 am. Setup begins at 7 am. Exhibitors arriving late will not be allowed to set up, lose the space and forfeit the space fee. All exhibitors will remain set up until 4 pm, the closing time of the event. The grounds must be vacated by 5:30 pm.

**Use of Space:** The applicant understands that this document is not a contract for space, but a component of the application for said space. The applicant shall not be entitled to space during the event unless the applicant receives notice of such by SWC. Upon receipt of such notice from SWC, the applicant will become an exhibitor at the event.

All work must be original and handmade by the exhibitor. Commercial items, kits, home parties (manufactured) or imported items are NOT acceptable. The contracted space is to be used solely by the exhibitor as represented on the Vendor Application for space. The exhibitor may not sublet the display space to another exhibitor. Only items juried and approved will be allowed in the contracted exhibitor's space.

Exhibitors misrepresenting their craft, exhibiting items not approved for exhibit or not complying with the rules and regulations of SWC whether written or otherwise will be asked to leave the event premises and will forfeit the space fee.

**Cancellation Policy:** In the event an applicant has been accepted as an exhibitor in the event but then wishes to cancel, the following will apply: Cancellation must be expressed in writing or via email. If a cancellation is made more than thirty days prior to the event, the exhibitor will receive back the space fee less a 25% processing fee. Cancellations made thirty days or less prior to the event will result in the forfeiture of the exhibitor's space fee.

**Liability:** The applicant/exhibitor hereby agrees that he/she will hold harmless from liability the Southbury Women's Club, the Town of Southbury, and the state of Connecticut or any member or representative of said organizations acting within their capacity as a member or representative, for any injury, loss or damage that may occur to the exhibitor or any employee or assistant accompanying the exhibitor, or property of the exhibitor from any cause whatsoever.

The exhibitor, upon signing his/her application for exhibit space, hereby expressly releases the aforementioned organizations from any and all claims for such loss, damage or injury; and agrees to abide by the Rules and Regulations as set forth above.

**Photography:** No photography of any displays at the event is permitted without consent of the vendor.

**Acknowledgement:** The applicant hereby requests permission to participate in CT Arts & Eats on September 8, 2018 as an exhibitor. The applicant recognizes that the Southbury Women's Club is the governing body for the event and agrees to abide by all regulations, rules and decisions, whether written or otherwise, up to and through the day of the event, made by SWC as they relate to the event. Such decisions may include the requirement that the applicant/exhibitor leave the premises of the event for violations of any sort.

I hereby represent that I have read and understand the Rules and Regulations. I hereby agree to all terms and conditions.

**Signature:**

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**Date:**

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Completed forms can be mailed to: Southbury Women's Club, Attn: CT Arts & Eats, P.O. Box 195, Southbury, CT 06488. For additional information please email us at [CTArtsEats@gmail.com](mailto:CTArtsEats@gmail.com) or visit [www.southburywomensclub.org](http://www.southburywomensclub.org).