

NEW MILFORD RiverFest

New Milford, CT is excited to be holding its fifth annual **RiverFest!** We invite you to join us on Saturday, October 5, 11 a.m. to 8 p.m., and Sunday, October 6, 11 a.m. to 5 p.m., at Young's Field Park, on Young's Field Road, across from the banks of the Housatonic River in New Milford. This is a rain or shine event.

In addition to our artisan and crafts exhibition, there will be food trucks, music, river walks, a bon fire, a 5K Road Race, activities for the whole family and more.

RiverFest will provide social media marketing, advertising and promotion in local and regional media.

Set-up is Saturday from 8 to 10:45 a.m. Cars will be allowed onto the field to offload only. There will be overnight security. Break-down of booths will take place Sunday after 6 p.m.

The fee for vendor spaces is \$100 for a 10' by 10' space on the grass field. Multiple contiguous spaces may be purchased. Exhibitors to supply canopy/tent, tables and chairs. A Certificate of Insurance naming the Town of New Milford as an additional insured is required. Please note: There is no electricity available. Sunset is at 6:30 p.m. We suggest you bring battery powered lighting for your booth.

Please reply promptly to ensure inclusion in our publicity and marketing materials. Postmark application deadline is September 10, 2024. Mail your payment, application form and certificate of insurance to:

RiverFest
Town of New Milford
10 Main Street
New Milford, CT 06776

You may also fill out your application form and pay your fee online at www.NMRiverfest.org. You can email your application and insurance certificate to us at: NMRiverfest@gmail.com, or mailed to the address above.

Please feel free to contact us at NMRiverfest@gmail.com with any questions.

Look forward to seeing you on the river soon!

NEW MILFORD RiverFest

vendor Application Form

Postmark application deadline September 10, 2024

Contact Name: _____

Business Name: (as you want it to appear in marketing materials) _____

Address: _____

City _____ State _____ Zip _____

Telephone () _____ Mobile () _____

Email: _____ Website: _____

You may share my Business Name and Contact Information. Yes No

Category: Crafter/Artisan Product Sales Business Non-Profit Other (specify) _____

Fine Arts/Graphics Clothing Glass Jewelry Leather Food

Mixed Media Photography Pottery Textiles Wood Other _____

Connecticut sales and use tax permit #: _____

Payment must accompany registration forms in order to reserve a booth.

Enclosed please find my check in the amount of \$ _____ for _____ 10' x 10' Booths @ \$100. each.

I have paid \$ _____ for _____ 10' x 10' Booths @ \$100. each with an online payment at
NMRiverfront.org/vendor

Enclosed please find my Certificate of Insurance as described below.*

General Release and Acceptance of Rules – I/we the applicant(s) have read the “CONDITIONS OF THE SHOW” printed as part of this licensing application/contract and agree to abide by said conditions. In addition, I/we, the applicant(s), do expressly release New Milford Riverfest (“the Producer” and Promoter of the Show) from any and all liability for any damage, injury or loss to any person, business or property which may arise from the licensing and occupation of the exhibit space by the applicant(s), and agree to hold and save the Producer and Promoter of the Show Site harmless of any damage, injury or loss by reason thereof. I/we understand that if this application is not accepted, no space fees will be charged and any checks submitted will be returned. In addition, I/we give permission to use my name, business name, image descriptions, item prices, and any images or videotape of me or my items for any and all purposes in return for the public exposure I/we desire for me and my creations.

**INSURANCE: Vendor is responsible for providing evidence of insurance. A "Certificate of Insurance" IS REQUIRED and must be submitted with your signed application and payment by September 10, 2024. The certificate must provide a minimum limit of liability of \$500,000 with the New Milford Riverfest, the New Milford Economic Development Corporation and the Town of New Milford (c/o 10 Main Street, New Milford, CT 06776) specifically listed as an additional insured for the length of time you set up, display and exhibit on the grounds. A minimum of 10 days notification of policy cancellation is required.*

By completing a Vendor application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Signature: _____ Printed Name: _____

Date _____

New Milford RiverFest Terms and Conditions

1. Vendors may not sublet or apportion space to another entity.
2. A \$35 fee will be charged on any check returned by Exhibitor's bank.
3. Vendors may only sell menu items as submitted on their application.
4. All of Vendors trucks and display, including tents, storage boxes, tables and chairs, must be placed within the confines of the space. Nothing is to be placed in the aisles.
5. No microphones, radios, boom boxes or loud speakers of any type are permitted.
6. The Vendor must be open and staffed during all regular show hours.
7. Spaces not occupied by 11 a.m. may be filled with standby Exhibitors or Vendors with no refund or allowance.
8. All vehicles, equipment, exhibits, goods and materials must be removed by 10:30 p.m.
- 9. Exhibitor is responsible for collecting applicable sales tax and possessing proper licensing for food sales.**
10. With the exception of Vendor trucks used for the preparation and sale of items, parking and traffic will not be permitted in the show area or fire lanes from forty-five minutes before show opens until fifteen minutes after the show closes. All loading and unloading must be carried out during these designated times. Vehicles are to be removed to the Exhibitor parking lots before the show opens. Vehicles remaining in the show area or fire lanes during these hours may be towed away at the owner's risk and expense.
11. Vendors must abide by all fire regulations and/or decisions of the representatives of local fire departments. All booth materials shall be in accordance with local fire regulations.
12. Vendors must not interfere with adjacent exhibits in any way.
13. Vendors are not to bring pets to the show.
14. All Exhibitors are responsible for keeping their area clean during show hours, including clean-up at end of show. All trash shall be disposed of in on-site dumpsters. All displays should be neat and clean and tables should be covered on all sides to the floor with a suitable, professional looking cover of flame retardant materials.
15. Vendors and assistants must exhibit professional behavior at all times while on site. New Milford RiverFest reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the Exhibitor, their helpers and exhibits being excluded from the show site with no refund or allowance.
16. New Milford RiverFest will not be liable for refunds or other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is to be produced, being, before, or during the show destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or cause beyond its control.
- 17. Insurance must be obtained by Vendor at its own cost.**
18. Vendors shall be liable for delivery, handling, erection, and removal of their own displays and materials.
19. New Milford RiverFest may require the removal of Vendors considered to be in violation of these conditions and reserves the right to make final interpretation of all conditions. New Milford RiverFest reserves the right to revoke the license granted by this contract at any time, including at the show, by refunding the space fees paid by the Vendor. New Milford RiverFest will not be liable for paying travel expenses, lost revenue or any other liability whatsoever beyond the space fees paid by the Exhibitor as a result of enforcing this provision.
20. If any section, sentence, clause, phrase or portion of this licensing application/contract is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions.
21. This contract shall be deemed to have been made in the State of Connecticut and shall be interpreted in accordance with the laws of such state.
22. This contract constitutes the entire agreement between New Milford RiverFest, and the Exhibitor and no modification shall be valid unless in writing and signed by the parties or their representatives.

Privacy Policy: We respect your privacy and will never sell or trade your name, mailing address, or email address. However, we frequently receive requests for exhibitor contact information from the public, and will furnish your phone number, website and and/or email addresses upon such request unless you have indicated your preference to keep your contact information private.