



To apply for consideration to the 2023 Riverfest, complete, sign and mail this Food Vendor Application with the appropriate fee, by check or money order, made payable to: **RiverFest, Town of New Milford, 10 Main Street, New Milford, CT 06776**  
You can email your insurance certificate to us at: [NMRiverfest@gmail.com](mailto:NMRiverfest@gmail.com), or mail it to the address above.

You can download the application form at [www.NMRiverfest.org](http://www.NMRiverfest.org).  
Fill out and email it to us at [NMRiverfest@gmail.com](mailto:NMRiverfest@gmail.com).  
You may pay your fee online at [www.NMRiverfest.org](http://www.NMRiverfest.org).

**Application Deadline: September 1, 2023. Once accepted, fees are nonrefundable.**

**YOU MUST APPLY ONLINE FOR  
A TEMPORARY, SEASONAL, OR MOBILE FOOD SERVICE PERMIT  
FROM THE HOUSATONIC VALLEY HEALTH DISTRICT  
NO LATER THAN 30 BUSINESS DAYS BEFORE THE EVENT.**  
<https://hvhd.us/permit/application-for-temporary-seasonal-or-mobile-food-service-permit/>

If you will be using propane, you must also contact the Fire Marshall at 860-355-6099 or [Firemarshal@newmilford.org](mailto:Firemarshal@newmilford.org)

Keep a copy of this application plus the Terms & Conditions for your records.

## Food Vendor Application Form

Exhibitor/Business Owner Name: \_\_\_\_\_

Business Name: (for marketing materials) \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Proposed Menu Items and Pricing

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**APPLICATION CHECKLIST**

**Payment must accompany registration form in order to reserve a space.**

- Enclosed please find my check in the amount of \$150 for one food truck.
- I have submitted my online payment in the amount of \$150 for one food truck.
- I have emailed my Certificate of Insurance as described below to [NMRiverfest@gmail.com](mailto:NMRiverfest@gmail.com).\*
- ➔ Specify food truck dimensions from hitch to front bumper: \_\_\_\_\_ ft Wide X \_\_\_\_\_ ft Deep
- I/we have submitted our Temporary Food Service application to the Housatonic Valley Health District.
- I/we have contacted the New Milford Fire Marshall.
- Enclosed please find my Certificate of Insurance as described below.\*
- I have emailed my Certificate of Insurance as described below to [NMRiverfest@gmail.com](mailto:NMRiverfest@gmail.com).\*
- ➔ Connecticut sales and use tax permit #: \_\_\_\_\_
- You may share my Business Name and Contact Information.

*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 vendor 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 1, 2023. 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 from the time you set up until you leave the grounds. A minimum of 10 days notification of policy cancellation is required.*

By completing a Food 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.