

44th Annual Watertown



Fall Festival

Saturday, September 16

10:00 AM to 4:00 PM

Veterans' Memorial Park

570 Nova Scotia Hill Road, Watertown, CT

Vendor Application

VOLUNTEER COMMITTEE MEMBERS ALWAYS NEEDED!

Watertown Fall Festival

61 Echo Lake Road, Watertown, CT 06795

or contact the Watertown Parks & Recreation Department (860)945-5246

www.facebook.com/watertownfallfestivalct

44th Anniversary! 2023 Watertown Fall Festival

Vendor's Application – Please Print – Return this Page

Name/Organization: _____

Contact Person: _____

Contact Numbers: () _____; () _____; () _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Email Address: _____

All applications received/postmarked after Sept. 12th will be subject to an additional \$15.00 late fee

VENDORS:

_____ Exhibit Space (Maximum 12' by 12" per space)\$45.00
_____ Watertown-Oakville Non-Profit Vendor.....\$45.00
_____ Additional Space:
_____ Must purchase Regular Space to be Eligible. Number of Spaces @ \$45 per.....\$ _____
_____ Limited number of available Electrical Outlets (each)\$ _____
_____ **If you are bringing a generator please check here.**
_____ **We asked all vendors to donate one item to be raffled off. Staff will come around to collect your one item.**

FOOD & BEVERAGES: *Included in the Food Vendor Fee: \$25.00 fee per booth Electricity Fee and a \$5 Trash Pick-Up and Removal Fee
Maximum items– 1 drink & 1 food item or 2 drinks or 2 food items – There is an Additional Fee of \$25.00 per item assessed for more items sold.*

_____ Watertown-Oakville Non-Profit Selling Food & Beverages.....\$80.00
_____ Commercial Vendor Selling Food.....\$150.00
_____ Check here if you a **Food Vendor** and require electricity to operate your booth.....Included

Fee does not include **Torrington Area Health District (THAD) fees. All Food Vendors and anyone selling or distributing items to be consumed are responsible in securing Health Permits in advance of the event. Local office: Torrington Area Health District, 61 Echo Lake Road, Watertown, CT 06795 860-945-5270 or 860-489-0436*

DONATIONS: of \$100 or more can include their business logo. MUST attach a camera ready copy of your logo.

SORRY – NO REFUNDS ONCE PAYMENT IS RECEIVED.

PAYMENT INFORMATION: Checks* made Payable to the **Watertown Fall Festival**

**Returned checks subject to a \$50 "return" bank fee.*

APPLICATION: Enclosed is \$ _____ this includes my completed application.

OPTIONAL: I'm enclosing an additional \$ _____ for a donation.

MAIL OR BRING TO:

Watertown Parks & Recreation
In care of: Watertown Fall Festival
61 Echo Lake Road, Watertown, CT 06795
860-945-5246
www.watertownctrec.com



Return this page

All efforts will be made, on **a first come first served basis** to prevent duplicate items being sold. No Bang Caps, Silly String, or any items that are a mess to pick-up are permitted to be sold or given away.

LIST ALL ITEMS BEING SOLD OR GIVEN AWAY:

Please complete the following area and be very specific in your description. Your application will not be processed until this information is obtained by the Fall Festival Committee. You may be subject to a late fee if this area isn't filled out completely. Please list items being exhibited and/or food items. The Town of Watertown and the Watertown Fall Festival Committee reserve the right to refuse, refund, cancel or any vendor and/or their items which are not in the best interest of the Town.

All Vendors will be permitted to sell only the merchandise/food that is listed on this signed application. First come, first served.

Acknowledgement and Waiver: I hereby, in the event of accident and/or incident, waive all claims and/or damages against the Town of Watertown Connecticut. The Watertown Parks and Recreation Department, their agents or Commission and Committee Members, including the Watertown Fall Festival Committee. The undersigns, hereby releases the Town of Watertown from all actions causes of actions, suits, controversies, promises, damages, judgement, extent execution, claims whatsoever in law or equity which against the Town of Watertown Connecticut by myself, my heirs, or hereafter can, shall or may, have for, upon, or by reason of any matter cause or thing whatsoever from the Beginning of the world forever hereafter in connection with my participation in activities upon premises and/or lands owned by the Town of Watertown. In participating in said activities I understand that there are certain risks that I may be injured or incur physical harm or injury and I assume said risks of my own free will, knowing that I shall bear full responsibility for medical costs, care, treatments, or any other costs or damages to me as a result of said injuries. I have read the above statement and verify I am in good health and covered by medical insurance. Your signature on this application is your agreement to abide by the rules of the show/event. Booths are subject to closure if the Guidelines are not strictly adhered to. The Fall Festival Committee and the Town of Watertown are not responsible for items lost or stolen. Vendor set-up and items left unattended are the sole responsibility of the vendor. The Town of Watertown and the Watertown Fall Festival Committee reserve the right to refuse, refund, or cancel any vendor and/or their items which are not in the best interest of the Town. Signing this constitutes a Contract and I understand there are NO REFUNDS.

Signature: _____ Date: _____

Thank You! Please send this completed application along with all required attachments and payment to:

Watertown Parks & Recreation
In care of: Watertown Fall Festival
61 Echo Lake Road, Watertown, CT 06795
860-945-5246

www.watertownctrec.com

All applications postmarked after September 12th will be subject to a \$15.00 late fee. No refunds.

OFFICE USE ONLY:

Date Received: _____ Amount Received \$ _____ Cash/CC/Check
Confirmation: _____ Yes _____ No Approved: _____ Yes _____ No, Explanation _____
Late Fee- All Applications Postmarked after September 12, 2023 - \$15.00 Fee - _____



GUIDELINES, RULES & CHECK-OFF LIST:

DATE: Saturday, September 16, 2023
LOCATION: Veterans' Memorial Park, 570 Nova Scotia Hill Road, Watertown, CT 06795
HOURS: 10:00 A.M. to 4:00 P.M.
VISITORS: This well received annual show averages more than 2500+ patrons.
ADMISSION: Admission and parking is free of charge.

ABSOLUTELY NOT: NO Stakes or poles will be pounded in the fields. Underground irrigation system.

EXHIBIT AREA: Your exhibit area is a maximum of 12' X 12' (additional booth space available for a nominal fee). Your exhibit area and surrounding area must be left in the same condition you found it. Thank You

GENERATORS & FIRE EXTINGUISHERS: Generators are strongly recommended. Vendor must provide working fire extinguisher for their booth.

ITEMS FOR SALE: All efforts will be made, on a **first come first served basis** to prevent duplicate items from being sold.

PROHIBITED: No Bang Caps, Silly String, or any items that are a mess to pick-up are permitted to be sold or given away.

REFUNDS: Sorry, there are **NO REFUNDS** ONCE PAYMENT IS RECEIVED.

RETURNED CHECKS: Returned checks are subject to a \$50 Returned Bank Fee

SET-UP: Set-up begins on Friday, September 15th from 5:00 – 6:00 PM and/or on Saturday, September 16th at 7A.M.
You MUST be set-up on September 16th by 9:30 A.M. Strictly enforced!

VEHICLES: No driving on any fields and remember the field has irrigation pipes. No putting/pounding any poles or stakes into the ground.

VENDOR PROVIDES: You must provide your own tables, chairs, tents/awnings. Seasonal decorations encouraged.

WEATHER: The Watertown Fall Festival is held Rain or Shine...or Snow! All Displays and exhibits are outdoors. Please plan ahead. Sorry No Rain Checks or Refunds.

STATE OF CT SALES TAX PERMIT: Include a copy of your State of Connecticut Sales Tax Permit with your application. Commercial vendors without a Tax ID Number will not be permitted to display and sell. This must be received by September 9, 2022

Connecticut Department of Revenue Services
92 Farmington Avenue, Hartford, CT 06105 860.566.8168

Thank You! Please retain this sheet for your records