

---

Established in 1962 as the Glastonbury Art Guild

## 56<sup>th</sup> “On the Green” Show - Food Vendor Application September 8 & 9, 2018, 10 am - 5 pm, Rain or Shine

*We decide vendors on a first come/first serve basis.*

**SET-UP TIMES:** After 3 pm on Friday, September 7, after 6 am on Saturday, September 8  
Vendors must be set up by 9:30 am on show days and remain open until the end of the show at 5:00 pm.

**BOOTH FEE:** \$300 for a single 12' x 15' booth (Double booth spaces are limited)

*The show is located on picturesque Hubbard Green in the heart of Glastonbury's Historic District.  
For two glorious days, tens of thousands of visitors come to browse and buy at the  
Glastonbury Arts “On the Green” Fine Art & Craft Show.*

### SHOW RULES AND POLICIES

**ELIGIBILITY:** The show is open to all entrants, regardless of race, color, creed, sexual orientation or national origin.

**BOOTH SPACE:** Vendors are allotted a 12' x 15' space. If a different configuration or more space is required, this should be noted on the application. A limited number of double booth spaces are available.

Vendors are solely responsible for providing their own booth, equipment, signage, and supplies.

Water and Electricity are not available at the show site; vendors who require electricity must provide their own generators.

Glastonbury Arts assumes no responsibility for loss or damage to any equipment, supplies or personal injury. Because the show is held outdoors, booths must be sturdy enough to withstand crowds, wind and weather conditions. The show goes on rain or shine.

Trash disposal containers are provided at the show site. Vendors are expected to keep their spaces clean and tidy throughout the show. At the end of the show, vendors are expected to place all waste materials in the trash containers provided and to leave their spaces spotless.

Food vendors and exhibitors are not allowed to bring pets to the show.

**STANDARDS:** The Show Committee reserves the right to disallow the display or sale of any item which does not comply with the vendor's application. Likewise, the Show Committee reserves the right to disallow the display or sale of any item which, in the opinion of the Committee, is detrimental to the good public image of the Show or does not comply, in any way, with the Show Policies.

**SET-UP, LOADING & UNLOADING:** Vendors must be set up by 9:30 am and remain open until 5 pm each day of the show. Leaving early without the permission of the Show Committee will make the vendor ineligible for admission to future shows.

Vendors are not allowed to sublet their space. Vendors are not allowed to relocate or move their assigned spaces without the expressed permission of the Show Committee.

**Glastonbury Arts does not provide overnight security.** Therefore, we recommend that vendors have a means for securing their equipment and supplies. Glastonbury Arts assumes no responsibility for loss or damage to any equipment or supplies left on the Green overnight.

When you check in with the Show Committee, you will receive more specific guidance on your space and set-up.

**CANCELLATION POLICY:** Your application to the Show constitutes an agreement to appear at the Show if accepted to participate. If you withdraw your application after being accepted and before June 30, 2018, we will return your booth fee less a \$75 processing fee. There will be no refunds made for withdrawals after June 30, 2018.

**JURY PROCESS:** Applications must include: completed application form, booth fee check in the amount of \$300, a written description of food items or menu which the vendor will offer for sale, up to two photos or a CD of the booth display, and Connecticut sales tax number. **In order to satisfy our show visitors and to make it a profitable experience for each food vendor, we do not allow overlap of menus between vendors. Note that the local Boy Scout troop sells ice cream at the show and no other vendors may sell ice cream.** You may include any reference material which you believe would be helpful to the Committee in considering your show application.

Please apply early to avoid disappointment. We admit vendors on a first-come, first served basis.

**SALES TAX:** Vendors must have a Connecticut Sales Tax number; CT sales tax is six percent (6.35%). To apply for a sales tax number, call:

**DEPARTMENT OF REVENUE SERVICES**

25 Sigourney Street, Hartford CT 06106 • 860-297-5962 (inside CT) • 800-382-9463 (outside CT)

**HEALTH PERMIT:** Following acceptance, vendors must apply for a permit from the Town of Glastonbury Health Department and supply a copy to the Show Committee. To apply call:

**TOWN OF GLASTONBURY HEALTH DEPARTMENT, 2155 Main St., Glastonbury, CT 06033 (860) 652-7534**

**INSURANCE:** Following acceptance to the show, vendors must provide Certificates of Insurance to the Show Committee.

**ACCEPTANCE TO THE SHOW:** We usually notify applicants of their acceptance to the show within 30 days of receipt of application materials.

**APPLICATION CHECK LIST:**

- Proposed menu for the show
- 2 slides or photos of booth display
- Completed Application Form
- \$300 Booth Fee (payable by check or MasterCard/Visa)
- Connecticut Sales Tax ID Number

**Following acceptance, the vendor must provide the Show Committee with a CERTIFICATE OF INSURANCE and a copy of their HEALTH PERMIT from the Glastonbury Health Department**

**To obtain a Health Permit from the Town of Glastonbury, contact:**

**TOWN OF GLASTONBURY HEALTH DEPARTMENT, 2155 Main St., Glastonbury, CT 06033 (860) 652-7534**

**FOOD VENDOR APPLICATION**

COMPANY NAME: \_\_\_\_\_ NAME OF CONTACT/OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CT TAX I.D. NO. \_\_\_\_\_ REQUIRED

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_


No. of Spaces requested: \_\_\_1\_\_\_2 Have you participated in our show before? \_\_\_Yes\_\_\_ No Location Preference: \_\_\_\_\_

General Description of Menu: *(Please attach your proposed menu to this application.)*

Booth Fee (\$300 per booth) . . . . . \$ \_\_\_\_\_

I am requesting an additional booth adjacent to mine (if available) . . . . . \$ \_\_\_\_\_

TOTAL AMOUNT . . . . . \$ \_\_\_\_\_

 Make checks payable to Glastonbury Arts.  
We accept MasterCard and Visa.



Name on Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ V-Code/Security Code: \_\_\_\_\_ (Last three digits on back of card)

I understand that the Glastonbury Arts, its agents and representatives shall not be liable for any claim or loss or damage of any kind whatsoever to my equipment, booth display or personal injury. I understand that failure to comply with show rules may result in my being asked to remove non-compliant items from sale or face dismissal from the show.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Mail your completed application to:**

**Glastonbury Arts, P. O. Box 304, Glastonbury, CT 06033**

Phone: (860) 659-1196 • Fax: (860) 633-4301 • E-Mail: [info@glastonburyarts.org](mailto:info@glastonburyarts.org)

[www.GlastonburyArts.org](http://www.GlastonburyArts.org)