



Stratford's Main Street Festival Invitation and Information

The Stratford Rotary and Stratford Chamber of Commerce are making plans for the annual “**Main Street Festival**”, a town-wide event to celebrate the many organizations, programs and services the Town of Stratford has to offer. It is the first in a series of festivals from June through December.

The event will be on **Saturday, June 3, 2017 from 10:00 AM to 5:00 PM**, rain or shine.

This will be an opportunity for various organizations and vendors to promote the work they do, boost their treasury dollars, and provide a day of fun and pleasure for people of all ages.

The event will be held in the area of Main Street from East Broadway to West Broad Street, including West Broad Street.

Setup, space assignment and the issuing of permits will begin at 7:00 AM that day. Each group is responsible for their own tables, chairs, signage, etc. The fee schedule is as follows:

Type of Booth	Business Rate	Non-Profit Rate
Food Booth	<input type="checkbox"/> \$175	<input type="checkbox"/> \$75
Non-Food Booth	<input type="checkbox"/> \$125	<input type="checkbox"/> \$75

Vendors wanting exclusive rights to a product must purchase three spaces.

Please specify on your application how many of these spaces you will actually need. There is an **additional charge of \$15.00** for those groups needing electricity. Each food vendor is responsible for obtaining a license from the Stratford Health Department. This can be obtained from their website or by calling 203-385-4090.

Attached is an application to participate. To reserve space at this event, please complete the application and mail it to:

Stratford Main Street Festival
1000 West Broad Street
Stratford, CT 06615

Make checks payable to *Stratford Main Street Festival*. A Certificate of Insurance also is required.

The deadline for reservations is May 26, 2017, after which there is a \$10.00 late fee.

Main Street Festival Guidelines and Regulations

General Guidelines:

1. All organizations and vendors must submit their complete application (fees, Certificate of Insurance, and self-addressed envelope included) by May 26, 2017.
2. Application fees are non refundable.
3. The items listed on the application are the only items you are permitted to sell. Please be very specific when completing your application.
4. Set-up time: 6:00-8:00 am Breakdown time: 5 pm Depart by 6 pm.
5. "Main Street Festival" opens at 10:00 AM and closes at 5:00 PM to the public. You must stay the entire time. Breakdown of booths is not permitted until after 5:00 PM. Early breakdown will result in disqualifying the organization from future participation.
6. Booth locations will be assigned by committee. Booth assignments are on a first come – first serve basis. All food vendors must have a valid Health Department License. Contact the Stratford Health Department for information at 203-385-4090 or visit our website for a Temporary Food Permit.
7. All food vendors using gas grills must have a fire extinguisher at their booth.
8. Any vendor exceeding their allotted space will be asked to leave without a refund. You must provide your own tables and chairs, tent, etc. All vendors are responsible for cleaning up their area at the end of the day. Any vendor dumping oil or other cooking materials will be reported to the police.
9. For those needing electricity, only fully grounded, exterior, heavy gauge, three-pronged, UL approved extension cords are acceptable. No damaged or indoor cords can be used. All connections and cords are inspected by the Fire Department, and will not be allowed if they do not pass inspection. Come prepared with up to 200 feet of electrical cord.
10. Rubber mats, rug runners or duct tape must cover all ground wiring for booths.

Concessions:

Owning a concession for an item entitles that organization to be the only one selling that item for the day. To own a concession, the organization must purchase three booth spaces. Upon receipt of the application, on a first come, first serve basis, the Main Street Festival Committee will issue a receipt that allows the organization to "own" that concession for the day. This will eliminate duplication of items to be sold.

Food Booths:

- All booth spaces are 10' x 10'. Booth spaces are on grass, not the road. Some spaces are not level, due to the topography.
- **No motorized vehicle or trailer** will be allowed at the Festival. Businesses wishing to sell food products will be asked to help support a Stratford nonprofit organization.
- Only two booths of one food item will be allowed.
- Booths involved with cooking need to have a fire extinguisher.
- Only gas grills are permitted. Grills cannot be under tents or canopies.
- The Stratford Fire Department will inspect extinguishers and grills the day of the event.
- Temporary licenses for food and beverage must be obtained by the organization through the Health Department. Applications can be obtained through the website at <http://townofstratford.com/filestorage/1302/402/615/temporary-event-application.pdf>
- The Health Department will be on site that day to do inspections. It is important that you have your temporary application that day.
- Vendors must have a Certificate of Insurance naming **Stratford's Main Street Festival, LLC**. As Certificate Holder. Liability must be provided in the amount of \$1,000,000.00 and must include Products/Completed Operations coverage.

For more information, visit our website at <http://www.stratfordctfestival.com>. Any questions, please call Diane Puterski at 203-385-4055, Mondays-Fridays, 8:30-4:00.