

Litchfield Jazz Festival

A Production of Litchfield Performing Arts, Inc.



2019 GENERAL VENDOR INFORMATION

**LITCHFIELD JAZZ FEST OUTERFEST
& CRAFT FAIR**

**July 27, 2019
WASHINGTON, CT**

INFORMATION

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1. The 2019 Litchfield Jazz Festival OuterFest will be held on Saturday July 27 from 11:00 AM to 5:00 PM on the Green of the First Congregational Church, Kirby Rd, Washington, CT

2. The Litchfield Jazz Fest OuterFest is rain or shine. Admission to the event is free to the general public. We are anticipating 500-1,000 over the course of the day, but there is no guarantee of results.

3. We are looking for vendors and exhibitors whose products are handmade, local, or music-related

4. Packages:

	On or Before April 1	After April 1
Sponsors	\$500 or above	\$500 or above
Craft Exhibitors/Artists	\$75	\$90
Food Vendors & Concessions	\$200	\$250

Packages include:

- ✓ Approximately 10' x 10' of exhibit space; multiple spaces may be reserved at an additional cost. (Food vendor spaces are sized larger).
- ✓ Designated parking for one vehicle, all others must park at the Washington Primary School (bus transportation will be provided).
- ✓ Recognition in promotional materials including event website and social media. Vendors who sign up on or before April 1 will receive a spotlight in our Newsletter (email list of 10,000), and on our social media pages.

Packages DO NOT include:

- ✓ Display items (tents, tables, chairs, signage, electricity, etc.)
- ✓ Health department licenses and fees required of all food vendors prior to the event.

Sponsor packages additionally include:

- ✓ Recognition in/on printed advertising, social media posts, event website, t-shirts worn by event volunteers, banners at the event. Sponsors are also recognized at Litchfield Jazz Fest Concerts and fundraisers. Additionally, sponsors will have their logo/link on the three LPA websites (litchfieldperformingarts.org, litchfieldjazzcamp.com, litchfieldjazzfest.com) throughout the year. To learn more about sponsorship, the perks and what sponsorship helps support please email tegan@litchfieldjazzfest.com.

5. Vendor Applications will be reviewed and approved on a rolling basis until the application deadline of Monday June 3, 2019 or until vendor capacity has been reached. Early fees apply only to applications postmarked on or before April 1, 2019. Vendor spaces are very limited, so you are encouraged to apply early as space is very limited. Payment is due with Applications and are **only processed after the vendor has been notified of their acceptance.** Payments from applicants who are not accepted to the event will be returned. Vendors will be notified of their acceptance no later than Monday June 10, 2019.

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6. ALL accepted vendors must provide a Certificate of Insurance naming the Venue Owner (First Congregational Church) and Event Host (Litchfield Performing Arts) as additional insured by Monday July 1, 2019. Vendors must provide a certificate of insurance in the amount of \$1,000,000 naming BOTH of the following:

- ✓ First Congregational Church, 6 Kirby Rd, Washington, CT 06793
- ✓ Litchfield Performing Arts, Inc., PO Box 69, Litchfield, CT 06759

Vendors failing to provide the required Certificate of Insurance by July 1, 2019, will not be permitted to participate in the Litchfield Jazz Festival OuterFest, and the vendor fee will not be refunded.

If you do not have insurance, contact Great American Insurance / ACT Insurance Program, Website: www.actinsurance.com, (888) 568-0548, Email: Info@actinspro.com. They offer "event insurance" for around \$39.

7. All FOOD vendors providing food concessions must obtain a Temporary Food Service License from the New Milford Health Department. Applications will be provided to all food vendors upon acceptance to the event. The Food Service License Application is subject to review and approval by the New Milford Health Department. Vendors will need to submit their temporary food license application along with their menu, Serve Safe certification, a copy of their most recent inspection, and \$20 application fee to the Department of Health. Vendors with inspections older than 2 months from the application date will need to schedule an inspection with the New Milford Department of Health. Applications must be completed NO LATER THAN Friday, July 11. Failure to obtain the required license does not qualify the vendor for a refund.

8. Electricity will not be available. Vendors requiring electricity for their exhibit or food concessions are responsible for providing their own power source. It is the vendor's responsibility to comply with all fire-safety provisions.

9. Deadlines/Dates to remember:

- ✓ 4/1 - Early vendor applications and fees – postmarked on or before Monday, April 1 2019.
- ✓ 6/3 - ALL applications must be received by Monday June 3, 2019.
- ✓ 6/10 - Vendors will be notified of their acceptance by Monday June 10, 2019.
- ✓ 6/10 – ALL insurance certificates must be received by Monday June 10, 2019.
- ✓ 6/10 - ALL vendor fees must be received by Monday June 10, 2019.
- ✓ 7/11 - Health Department (food vendors only) must be submitted directly to the New Milford Department of Health NO LATER THAN Friday, July 11, 2019.
- ✓ Vendor booth assignments, event site maps, and other pertinent event information/reminders will be provided to confirmed vendors between July 15 and July 24, 2019.

Questions may be directed to Tegan Ryan at 860-361-6281 or tegan@litchfieldjazzfest.com