

Litchfield Jazz Festival

A Production of Litchfield Performing Arts, Inc.

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2019 FOOD VENDOR APPLICATION

LITCHFIELD JAZZ FEST OUTERFEST & CRAFT FAIR July 27, 2019 WASHINGTON, CT

Working towards the goal of tying the Festival closer to the Camp it serves, and to better connect with the wider community, we have brought the Festival to the home of Litchfield Jazz Camp at The Gunnery in Washington CT. Beginning in 2019, we will offer a free component for the public, the “OuterFest”.

Mainstage Concerts will be held Friday July 26, Saturday, July 27, and Sunday, July 28 inside the Emerson Performing Arts Center.

The OuterFest, located at the Green in front of the First Congregational Church just up the hill from the Emerson Performing Arts Center will be open to Festival attendees AND the public free of charge. Student concerts, food vendors, and family activities will round out the OuterFest for a full day of fun!

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NOTE TO VENDORS:

Please review the Vendor Information before you begin this application.

All food vendors providing food concessions must obtain a Temporary Food Service License from the **New Milford Health Department** (10 Main Street, New Milford, CT 06776) phone # 860-355-6035. Health Department applications must be submitted **NO LATER THAN** Friday, July 11, 2019.

Please read and sign the Vendor Agreement.

Questions about the event and application process may be directed to 860-361-6285 or tegan@litchfieldjazzfest.com.

Early-bird Deadline: Monday, April 1, 2019

Application Deadline: Monday June 3, 2019

VENDOR FEES (circle fee)

Food Trucks & Concessions (early-bird = \$200 / after 4/1 = \$250)

CONTACT INFORMATION

Business Name: _____

Tax ID: _____

Contact Person for Application: _____

Business Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Website: _____

Contact Person for DAY OF EVENT: _____

Cell Phone (_____) _____ - _____

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Litchfield Performing Arts will not be providing power. Vendors requiring electricity for their food concessions are responsible for providing their own power source.

PLEASE PROVIDE A GENERAL DESCRIPTION OF YOUR FOOD (Check all that apply)

Please include a detailed menu or product list with your application.

- Vegetarian Vegan Meats Pizza Burgers Seafood
- Ethnic American Desserts Ice Cream Smoothies Italian Ice
- Beverages Coffee/Tea Other: _____

DETAILED DESCRIPTION - Please provide a 50-word description of you/your organization/services, EXACTLY how you would like it to be listed on the www.litchfieldjazzfest.com website and in other event materials.

PLEASE SUBMIT A PHOTOGRAPH ILLUSTRATING 1.) YOUR PRODUCT AND 2.) YOUR SET UP (i.e., vehicle ovens, tables, banners, packaging, etc.) to tegan@litchfieldjazzfest.com or with your application for use in event promotions.

DIMENSIONS: Please tell us the dimensions of your Food Truck or tent set-up _____

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STATEMENT OF AGREEMENT

All applicants to Litchfield Jazz Fest "OuterFest" must read and sign the following:

1. Vendor Selection: Submission of a Vendor Application does not guarantee acceptance, nor does past participation. Vendor Applications will be reviewed and vendors will be selected by Litchfield Performing Arts (LPA) ("Event Host") on a rolling basis until the application deadline of Monday June 3, 2019 or until vendor capacity has been reached. Early vendor fees apply only to applications postmarked on or before April 1, 2019. **Vendors will be notified of their acceptance no later than Monday June 10, 2019.**

2. Payment Policy: Payment is due with application. Fees are only processed after the exhibitor has been notified of his/her acceptance. Once processed, fees become non-refundable. Payments from applicants who are not accepted will be returned. All applications and fees must be received no later than Monday June 3, 2019.

3. Vendor Insurance Policy: All accepted vendors must provide a Certificate of Insurance naming the Venue Owner (First Congregational Church) and Event Host (Litchfield Performing Arts, Inc.) 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: **Please send BOTH certificates to tegan@litchfieldjezzfest.com**

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

If you do not have insurance, contact Great American Insurance / ACT Insurance Program, Website: <http://www.actinspro.com/?gclid=CPDP98bKi7YCFQsg4AodNBIAQQ>, (888) 568-0548, Email: Info@actinspro.com. They offer "event insurance" for around \$39.

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

4. Space Assignments: Booth assignments will be made only after payment and insurance certificates are received. Vendors in good standing will receive pre-event detailed information regarding booth assignments, arrival/check-in times, set-up sometime the week before the event.

5. Vendor Operations: Vendors are responsible for providing their own display components including vehicles, tents, tables, chairs, extension cords, generators, signage, brochures, etc. Tents must be secured with stakes and weights (gallon jugs and/or buckets filled with water or sand work well as weights). Vendor setups are not to extend beyond the designated area. Vendor booths shall remain fully open for the duration of the event 11:00 AM to 5:00 PM. No vehicles, other than emergency services vehicles, will be allowed 10:30 AM and 5:15 PM or until deemed safe by the Event Host. Trash and recycling containers will be available throughout the exhibition field and a dumpster will be located on-site for your use. Please do not leave anything behind at the close of the event. In representing and/or communicating the message of your business, organization or cause, we ask that you do so with respect and voice opinions in a way that does not offend or alienate visitors, vendors, exhibitors, or volunteers of the event. It is the vendor's responsibility to comply with all health and fire-safety provisions.

6. Compliance with Laws and Regulations: Vendors shall, at all times, comply with all applicable laws, ordinances, rules and regulations, and orders of federal, state, county, and municipal government. Vendors shall agree to comply with

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ordinances and regulations including, but not limited to, preparation and service of food products, operation of generators, and the collection and reporting of all applicable sales tax. Food vendors shall obtain a temporary Food Service License from the New Milford Health Department and comply with all food safety requirements.

7. Event Rules and Policies: The Event Host will have full power in the interpretation and enforcement of all rules contained herein and to make such further rules and policies as it considers necessary for the proper conduct of LJF OuterFest.

8. Inclement Weather: LJF OuterFest is a rain or shine event. In the event of inclement weather, it shall be in the sole and absolute discretion of the Event Host to determine if the prevailing weather conditions either make, or are likely to make, continuation of the event hazardous.

9. No Guarantee of Results: The Event Host does not warrant or guarantee any particular results from vending at LJF OuterFest nor does it guarantee any particular number of attendees or exhibitors.

10. Indemnification/Release: Litchfield Performing Arts, Inc. (Event Host) and the First Congregational Church (Venue Owner) will not be liable for loss or damage to the Vendor's property from theft, fire, accident, or any other cause. By signing below, the Vendor agrees to indemnify, protect, defend, and hold harmless Litchfield Performing Arts and the First Congregational Church, and each of their respective officers, directors, organizers, owners, agents, representatives, or employees of the above from and against all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses, and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, and any act, omission or neglect of Vendor, its agents, contractors, employees, or invitees. In addition, the Vendor expressly releases the aforementioned from all claims of loss, damage, or injury arising from any cause whatsoever.

By signing below, I am verifying that I have read both the Vendor Information and the Statement of Agreement and I agree to abide

by all the information stated therein.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Name of Business or Organization: _____

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PAYMENT & SUBMISSION

Please make checks payable to: Litchfield Performing Arts, Inc.

To submit completed applications by mail, send to:

Litchfield Performing Arts, Inc
Attn: Tegan Ryan
PO Box 69
Litchfield, CT 06759

To submit completed applications by email, send to: tegan@litchfieldjazzfest.com

To provide payment information by phone, call: 860-361-6285

FOOD LICENSE/HEALTH DEPARTMENT

Temporary Food License applications and instructions will be emailed to food vendors upon confirmation of participation.

Check Enclosed (Make checks payable to Litchfield Performing Arts). Please include organization or business name on check.)

Charge the booth fee to credit card Master Card Visa Discover

Card number: _____

Expiration date: _____ 3 numbers on the back of the card: _____

Cardholder's name as it appears on the card: _____

Cardholder's address: _____

Cardholder's Signature: _____

PAYMENT WILL BE PROCESSED ONLY ONCE VENDOR HAS BEEN NOTIFIED OF ACCEPTANCE.