

**Celebrate Wallingford Civic Organization Application**

**Celebrate Wallingford   
held on North and South Main Streets and a portion of Center Street   
Rain or Shine   
Saturday, October 5, from 11 am to 6 pm   
Sunday, October 6, from 11 am to 5 pm**

Participants must agree to adhere to the rules and regulations of **Celebrate Wallingford** as contained herein, as well as all laws, ordinances, codes, and orders enforced by various Town of Wallingford and State of Connecticut agencies such as Health, Sanitation, Electrical, Fire and Police. These rules and regulations may be modified from time to time based on the requirements and orders of the overseeing agencies.

1. **Town Compliance:** Participants must comply with the Town of Wallingford Health, Electric, and Fire Department codes, regulations and ordinances.
2. **Insurance:** All participants are required to provide a certificate of insurance that accompanies the participants’ application. Participants must have a public liability policy with minimum liability limits of not less than $300,000 for personal injury to anyone, $300,000 for personal injury as a consequence of any occurrence and $300,000 for property damage. You are solely responsible for any injuries, accidents, or losses which may occur as a result of vending during Celebrate Wallingford. The Town of Wallingford, WCI or any associated parties, partners, sponsors, members or affiliates of the aforementioned parties or Event, are not responsible for any damages, bodily, property or otherwise, and you agree to provide complete indemnity to the aforementioned parties and affiliates in any and all events including loss of property. By participating in Celebrate Wallingford, you are agreeing to indemnify and hold harmless the aforementioned parties from any damages, lawsuits, or claims arising out of any injuries or accidents.
3. **Electricity:** All electric power (not more than 20 amps permitted) supply needs must be made in advance and is an additional fee of $50. No connections for power will be made on the day of the event. Vendors must supply their own power cords with proper gauge parameters according to use.
4. **Space/Tents:** Each business will be assigned a specific 10’ x 10’ space, accommodating up to three tables. You must supply your own framed tent, tables and chairs. **Tents must have weights on each pole of a minimum of 40 lbs each**. If you fail to have the proper weights on your tent you risk being closed down by the Fire Marshal. No refunds will be given for not following the proper rules and regulations.

Tent weights link -

<https://www.google.com/search?q=tent+weights&ie=UTF-8&oeUTF-8&hl=en-us&client=safari>

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1. **Inspections:** The Wallingford Health Department and the Office of the Fire Marshal will inspect the grounds before Celebrates opening on Saturday. They reserve the right to restrict any vendor from participating in the event if violations are found and cannot be remedied immediately. The inspections include but are not limited to: tent set-up and proper weights on tent poles **(minimum 40 lbs per pole)**.
2. **Security:** Continuous security will be provided from 7 am Saturday through 6 pm Sunday. The Wallingford Police personnel will provide the primary security. While such security is provided, the Town of Wallingford and WCI shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. Vendors shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property.
3. **Commitment to Stay:** Booths must be staffed both days. All vendors are required to remain in their designated locations and agree to not break down until 5:00 pm Sunday evening, unless otherwise approved by the WCI Celebrate Committee. If the vendor does not adhere to this rule you may be subjected to a possible ban from future events.
4. **Trash:** Vendors are responsible for directly disposing of their trash in one of the bins on the site. Public Works will take care of those containers and the recycling containers.
5. **Advertising:** Wallingford Center Inc. will provide extensive promotion of the event. This includes, but not limited to, print ads and social media.
6. **Booth Location:** The location of each booth is at the discretion of WCI. Every effort will be made to accommodate specific site requests.
7. **Set-Up:** Vendor entry time is to be determined. All vehicles must be removed from Celebrate area by 9:00 am. This will be strictly enforced so please make the proper arrangements to have all items unloaded by 9:00 am. Some spaces may not be accessible by car, we suggest you arrange a hand truck or other means to move your items to your assigned location. Parking and entry passes/badges must be picked up at WCI the week prior to the event. Watch for emails in September with set up time and details on picking up parking/entry passes.
8. **Saturday & Sunday Closing Time:** NO vehicles will be allowed access into Celebrate at the end of either day until all crowds have cleared the area. Vehicle re-entry will be at the discretion of the Wallingford Police Dept. and will be strictly enforced for the safety of all. All vendors are responsible for removing all debris from their site by 6:30 pm on Sunday.
9. **Sale of items or food:** You must have a Cottage License if you plan to sell food items. All food must be pre-wrapped and drinks must have covers. You must contact WCI for approval of items to sell.
10. **Bounced check:** There will be a $35 fee for any bounced check and risk of the right to participate in the event.
11. **Questions:** For further information contact Liz at WCI 203-284-1807 or   
    [wci@wallingfordcenterinc.com](mailto:wci@wallingfordcenterinc.com)**.**

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**IMPORTANT:** This completed application and the appropriate booth fee must be received by **August 1, 2024,** to reserve a booth. Applications are accepted on a first-come, first-served basis with priority to Wallingford businesses and residents. WCI reserves the right to deny any application. The application will be rejected if it is not turned in **completed** by August 1, 2024. No exceptions!

**Completed application must include:**

-, Application (page 3)

-, Certificate of Insurance (current at the time of event)

-, Booth Fee of $100 payable to Wallingford Center Inc.

-, Additional fee of $50 if electricity is required

-, Cottage license (if applicable)

**CIVIC ORGANIZATION NAME:**

**TAX ID #**

**ADDRESS:**

**PERSON RESPONSIBLE FOR BOOTH:**

**PHONE #: CELL #**

**E-MAIL:**

**ELECTRICITY: YES\_\_\_\_\_NO\_\_\_\_\_ (Only 20 amps permitted and additional $50)**

**Any special requirements?**

**We will not be selling a product \_\_\_\_\_\_\_\_\_\_\_ We will be selling the following:**

***AMOUNT ENCLOSED: $***

**Your signature acknowledges that you have read, understand and agree with information and requirements set forth in this document,**

**Signature of Vendor & Title Date**

**Return the completed application to:**

**Wallingford Center, Inc. 128 Center Street, Wallingford, CT 06492**

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