**Celebrate Wallingford Food Vendor Participation Criteria & Application**

**Celebrate Wallingford**

**held on North and South Main Streets and a portion of Center Street**

**Rain or Shine**

**Saturday, October 5th, from 11 am to 6 pm**

**Sunday, October 6th, 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. A mandatory participants meeting will be held the first week of August.

Participants must be a **Wallingford** business, restaurant or non-profit organization.

**1. Town Compliance:** Participants must follow the Town of Wallingford Health, Electric, and Fire Department codes, regulations, and ordinances.

**2. Insurance:** All participants must 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 that 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 is 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 agree to indemnify and hold the aforementioned parties harmless from any damages, lawsuits, or claims arising from any injuries or accidents.

**3. Permits:** A Temporary Food Service Permit application (attached) must be completed correctly and accompanied by the participants’ application. You will receive your acceptance after the Health Department has reviewed your permit application.

**4.**  **Gas:** Anyone requiring gas for food preparation must arrange with Gas Works before the event. Using gas tanks that do not conform to the Fire Marshal’s office will not be permitted. This is not negotiable. Gas grills must be located at least 10 feet from tents and buildings. Gas grills are NOT allowed inside any tents; they must be set up adjacent to and outside the tent. No exceptions. Adjacent space is only permitted for a gas hookup, not for any other purpose (i.e., popup tent). Charcoal grills are strictly prohibited.

**5. Electricity:** All electric power supply needs must be made in advance. No connections for additional power will be made on the day of the event. WCI provides all vendors with 20 amps of power. Vendors requiring more amps will be charged a fee of $75 for the additional service. Anyone using power other than electrical must abide by town regulations. Vendors must supply their own power cords with proper gauge parameters according to use.

**6. Tents:** Food vendor tents/spaces are 10 x 10 in size. Mr. Tent supplies the tents and weights for food vendors. The tent fee is included in your entry fee. Any tent damage will result in a cleaning fee and will be the participant's responsibility, not WCI's.

**7. 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 gas hookup, tent set-up, proper weights on tent poles (minimum 40 lbs per pole), food preparation, and temperature.

**8.** **Food Items:** Participants may sell only approved food items as listed on the application. WCI discourages duplications of major food items to sustain a fair market value for all participants.

**9.** **Beverages:** We are looking for a sole vendor to sell soda while allowing all other vendors to sell water, juice, tea, etc. Please contact WCI ASAP if you wish to commit to selling soda alone.

**10. Rental Equipment:** All rented equipment must have a manufacturer’s certificate that it has been cleaned and maintained. This is the responsibility of the food vendor renting the equipment.

**11. Supplies:** Participants must supply all equipment required to operate their food booth and are responsible for their storage facilities, supplies, and eating utensils. The equipment to be used must be listed on the application.

**12.**  **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 protecting and safeguarding valuables and releasing the aforementioned parties from any losses or damage to your property.

**13. Commitment to Stay:** All vendors are required to remain in their designated locations and agree not to 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.

**14. Grease:** Participants cooking with grease or oil are responsible for storing and removing it in a proper container. Public Works is NOT responsible for removing grease.

**15. Trash:** Vendors are responsible for directly disposing of their trash in one of the bins on the site. Public Works will take care of the trash and recycling containers.

**16. Food Storage:** A refrigerated truck in the back parking lot of the First Congregational Church will be available for vendors to store food items. The key will be kept at the WCI boothat the corner of Center and No. Main St.

**17. Advertising: Wallingford Center Inc. will promote the event extensively, including** print ads and social media.

**18.** **Booth Location:** The location of each booth is at the discretion of WCI. Every effort will be made to accommodate specific site requests.

**19.** **Identity:** Participants will be identified in the food area by the name used at their principal place of business.

**20. Set-Up:** Vendor entry will be determined as we get closer to the event. Food vendors must be set up by 9:00 am for Health/Fire Department Inspection. All vehicles must be removed from the Celebrate area by 9:00 am. This will be strictly enforced so please make the proper arrangements to unload all items by 9:00 am. Parking and entry passes/badges must be picked up at WCI the week before the event. Watch for emails with more details in September.

**21. Saturday & Sunday Closing Time:** NO vehicles will be allowed in to 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 Department and strictly enforced for the safety of all. All vendors are responsible for removing all debris and cooking materials from their site by 6:30 pm on Sunday.

**22. Mandatory Meeting:** All Vendors must attend a mandatory meeting the first week of August. At this meeting, the Fire Marshal, Health Department, and WCI will review details that benefit you, the vendor.

**23.** **Bounced check:** There will be a $35 fee for any bounced check and risk of the right to participate in the event.

**23. Questions:** For further information, contact Liz at WCI 203-284-1807 or [wci@wallingfordcenterinc.com](mailto:wci@wallingfordcenterinc.com), Wallingford Health Department at 203-294-2065, or the Fire Marshal at 203-294-2766

**Restaurant Vendor Application**

**IMPORTANT:** This 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. 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 4)
* Certificate of Insurance (current at the time of event)
* Wallingford Health Department Application Form
* Booth Fee of $525 payable to Wallingford Center Inc.
* $75 fee if additional electricity is needed
* Pages 5 and 6 completed

**VENDOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CELL PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***AMOUNT ENCLOSED: $\_\_\_\_\_\_\_***

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Vendor & Title Date**

**Return the completed application to Wallingford Center, Inc. 128 Center Street, Wallingford, CT 06492**

**Restaurant Vendor Electric & Gas Needs**

**This completed page must be returned with the application.**

All vendor booths will have at least one plug with a power of 20 amps (120 volts). If additional voltage and amperage are needed, a fee of $75 will be charged. No connections for additional power will be made on the day of the event. Be sure to properly list your electrical requirements to ensure that your equipment will work correctly and that your booth passes inspection by the Health Department and Fire Marshal. No overload will be permitted. Please list all appliances to be used in your booth. Vendors are responsible for obtaining listed items.

**Electric:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Amps** | **Watts** | **BTU’s** | **# of Units** |
| **Fryer** |  |  |  |  |
| **Steam Lamp** |  |  |  |  |
| **Heat Lamp** |  |  |  |  |
| **Cooler** |  |  |  |  |
| **Freezer** |  |  |  |  |
| **Other** |  |  |  |  |
| **Extra Amperage** |  |  |  |  |

**Gas: (You must contact Gas Works directly to order your gas supply**

|  |  |
| --- | --- |
| **Gas Needs** | **Check all that apply** |
| **Gas Works** |  |
| **Residential Grill** |  |
| **Gas Oven** |  |
| **Gas Grill** |  |
| **Gas Deep Fryer** |  |
| **Gas Steam Table** |  |
| **Other** |  |
| **Other** |  |
| **Size of Truck (allowing enough space)** |  |

**Menu Items**

Indicate your complete menu below (water included). The vendor agrees to sell only approved items. Prices of the offered items cannot exceed the charge at your place of business.

|  |  |  |
| --- | --- | --- |
| **Description of Item** | **Serving Size** | **Price** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Restaurant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for your interest and participation in helping Celebrate Wallingford 2024 be a success!*