East Hartford Parks and Recreation
FALL

Festival

SATURDAY | OCTOBER 7th | 11AM-3PM

Greetings Future Vendor/ Crafter,

The East Hartford Parks and Recreation Department would like to welcome you to join us for the **Annual Fall Festival scheduled for Saturday, October 7th from 11:00am—3:00pm on the East Hartford Town Green** *(50 Chapman Place).* Fall Fest is one of the largest events the town hosts which features vendors, crafters, entertainment, carnival games, inflatables, pumpkin decorating, scarecrow decorating and many other family oriented activities.

Crafters, Vendors and Non-Profit Community Groups are accepted on a **first-come, first-served basis.** Spaces are marked on a grassy area along the walkway of the Town Green. Electricity is **not** available. Vendors are **responsible for providing their own tables, chairs, and canopy tents** as well as responsible for securing those tents and all property/merchandise from wind or inclement weather. Any display, merchandise, or tables/chairs must be within the space perimeters and may not extend into the walkways or another adjacent space. Single spaces are 10 feet by 10 feet. Vendors are required to stay for the full duration of the event and will not be allowed to leave the grounds for the safety of our patrons until after the event has concluded.

Space fees are non-refundable. Full payment must accompany the completed application form (See back for more information.) In the event of inclement weather, the event will be held on Sunday, October 8th instead, same location and time. All vendors must be able to commit to both the event and rain date to be considered as a 2023vendor/ crafter.

We look forward to reviewing your application and seeing you at the event!

Sincerely,

East Hartford Parks & Recreation

Parks & Recreation
East Hartford

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2023 Vendor & Crafter Application

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East Hartford Parks & Recreation takes great pride in its Vendors and Crafters that participate in the annual Fall Fest Event. Located on the Town Green, this event attracts over 2,000 participants making it one of the biggest events of the year! Please take a moment to carefully read and complete this application.

1. Contact Information

Business Name:_____ Contact Name:_____

Address:_____ City:_____

State:_____ Zip:_____ Daytime Phone:_____ Cell Phone:_____

Email:_____

2. Booth Information (10 x 10 Space)

Business Type (Circle): *General Vendor*   *Crafter*   *Non-Profit/ Community Group*

Age groups Vending to (Circle Applicable): *Youth*   *Teens*   *Adults*   *Seniors*   *All*

Brief Description of Item(s) vending: _____

_____

_____

3. Method of Payment

Please note payment must be submitted along with application. Checks must be made out to "Town of East Hartford". Confirmation of payment will be sent via mail & email.

Circle One: *Cash*   *Check*   *Credit Card (Visa   Mastercard   Discover)*

Credit Card Number *(If Applicable)***:** __ __ __ __   __ __ __ __   __ __ __ __   __ __ __ __

Expiration Date *(Month/ Year)***:** _____/_____   **Name on Card:**_____

Booth Spaces Purchased:_____ x **$25.00** *(Non-Profits Free of Charge Pending Proof)* = **Total Cost:**_____

4. Vendor Agreement

In signing below, I the vendor have agreed to attend the 2023 Fall Fest Event on Saturday, October 7th and will comply with all of the event procedures and policies. In addition, in the event of inclement weather I will be available to vend on Sunday, October 8th. I understand and accept that under no circumstances will a refund be issued.

Name (*Print*)**:**_____ **Signature:**_____ **Date:**____/____/____

<u>**Please return this form with payment no later than Monday, October 2nd**</u>

To East Hartford Parks & Recreation. Located at 50 Chapman Place, East Hartford, CT 06108.