



ARTS & CRAFTS SHOW VENDOR APPLICATION

October 12 – 13, 2024  High Quality, Hand-Crafted Items

Select One: New Vendor Returning Vendor: List Most Recent Year of Participation: _____

Number of 10' x 10' spaces requested: _____ (Fee is \$300.00 **per space**.)

Business Name: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ Email: _____

Website: _____

If you do not have a website, please submit a photo of your product(s). Photos will not be returned.

CT Tax ID Number*: _____

A copy of your current CT Sales and Use Tax Permit must be submitted with this application.

Detailed Description of Craft/Product: _____

Special Requests or Accessibility Needs: _____

**Vendors selling only food products are exempt from Connecticut sales tax and will not be required to submit proof of a CT Tax ID Number or a CT Sales and Use Tax Permit.*

FORM, PAYMENT & CT SALES TAX PERMIT MUST BE RECEIVED BY JULY 1, 2024

Mail To: Apple Harvest Festival, 75 Main Street, Southington, CT 06489

Make Check or Money Order Payable to: **Town of Southington**

By submitting this application, I agree that the Town of Southington is not responsible for changes or conditions beyond its control. I further agree that I, my employees or my guests, will not hold the Town of Southington or any of its members, directors, or officers responsible for any bodily injury, property damage, or loss of personal property incurred. I understand that there are no indoor facilities in the event of inclement weather. I agree to abide by all rules of the Apple Harvest Festival Arts & Crafts Show.

Applicant's Signature _____

Date _____

..... **FOR OFFICE USE ONLY**

Received: _____ Payment: _____ Sales Tax Permit Received:

*****PLEASE KEEP THIS PAGE FOR YOUR PERSONAL REFERENCE*****

ARTS & CRAFTS SHOW DATES/TIMES

Saturday, October 12, 2024 11:00 am – 6:00 pm

Sunday, October 13, 2024 11:00 am – 5:00 pm

If the Festival should close due to inclement weather, the Arts & Crafts Show will still remain OPEN. No refunds or fee adjustments will be given to any vendor who personally chooses not to open for business due to rain.

Please note that the roads around the arts & crafts area close an hour before the festival begins. On Saturday, the roads close at 10:00 am. You must be checked in and be in the parking lot before this time for set-up, otherwise you will not be able to get your car into the lot. The Festival Coordinator will contact all vendors in the week prior to the Show with specific arrival time information. The Arts & Crafts Show closes at 6:00 pm on Saturday; however, the festival itself does not close until 9:00 pm. You will not be able to get your car into the lot on Saturday night. On Sunday, roads will be closed at 11:00 am.

LOCATION

Outdoors in the Bank of America parking lot on asphalt (no grass). **Vendors must bring their own tent, tables, chairs, hand trucks, etc.** Southington Apple Harvest Festival coordinators provide your space only.

BOOTH INFORMATION

Spaces will be approximately 10' x 10'. Tents/canopies are mandatory, and only professional tents/canopies will be allowed. Canopies must not exceed 10' x 10' and must be free standing and weighted. No stakes or dangerously positioned ropes will be allowed. Canopies must remain inside your marked space. Your tent, items, etc. must not extend outside of your assigned space. **There are no electrical or water hook-ups available on site.**

All exhibitors must comply with all federal, state, and local statutes. The Town of Southington is not responsible for any lost or stolen merchandise.

APPLICATION & FEES

All applicants* must provide a copy of a current Connecticut Sales and Use Tax Permit (expiration date must be later than October 13, 2024). Applications submitted without this information will be refused.

Entry Fee: **\$300.00** per 10' x 10' space – Application and payment must be received by **July 1, 2024**.

Make check or money order payable to: **Town of Southington**

Applications will be processed in the order in which they are received. Please submit your application early. You will be notified in writing regarding your acceptance by the Festival Coordinator or Assistant Coordinator. All accepted vendors will be notified of their assigned location and provided with a map of the site in the week prior to the Arts & Crafts Show.

No refunds will be issued once your application has been accepted.

Vendors selling only food products are exempt from Connecticut sales tax and will not be required to submit proof of a CT Tax ID Number or a CT Sales and Use Tax Permit; **All vendors selling food products (packaged or not), are required by the Southington Health Department, to pull the Food Permit through the Health Department. Per the Health Department, the fee for this permit is \$85.00*

CONTACT INFORMATION

Please call the Apple Harvest Festival info line at 860-276-6221 or email ahfestival@southington.org with any questions.

For more information, visit our website at: www.southingtonahf.com