

# 45th Annual Watertown



# Fall Festival

**Saturday, September 14**

**10:00 AM to 5:00 PM**

**Veterans' Memorial Park**

**570 Nova Scotia Hill Road, Watertown, CT**

## Vendor Application

**VOLUNTEER COMMITTEE MEMBERS ALWAYS NEEDED!**

***Watertown Fall Festival***

***61 Echo Lake Road, Watertown, CT 06795***

**or contact the Watertown Parks & Recreation Department (860)945-5246**

# 45th Anniversary! 2024 Watertown Fall Festival September 14<sup>th</sup>

## Vendor's Application – Please Print – Return this Page

### **Vendor Application for Consideration**

Applications are subject to review by the Town of Watertown

Name/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Numbers:(    ) \_\_\_\_\_ ; (    ) \_\_\_\_\_ ; (    ) \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Special Requests: \_\_\_\_\_

**All applications received/postmarked after Sept. 6<sup>th</sup> will be subject to an additional \$15.00 late fee**

**\*\*Electricity is NOT provided. Please be prepared with generators/other sources of power if necessary. Please be aware that as the sun begins to set, it may be difficult to see your items on display. \*\***

### **VENDORS:**

\_\_\_\_\_ Exhibit Space (Maximum 12' by 12" per space) .....\$50.00

\_\_\_\_\_ Watertown-Oakville Non-Profit Vendor.....\$45.00

\_\_\_\_\_ Additional Space:

\_\_\_\_\_ Must purchase Regular Space to be Eligible. Number of Spaces @ \$45 per.....\$ \_\_\_\_\_

\_\_\_\_\_ **If you are bringing a generator please check here.**

\_\_\_\_\_ **We asked all vendors to donate one item to be raffled off. Staff will come around to collect your one item.**

### **\*\*NEW\*\* FARMERS MARKET CORNER:**

\_\_\_\_\_ Exhibit Space (Maximum 12' by 12" per space) .....\$30.00

\_\_\_\_\_ **If you are bringing a generator please check here.**

\_\_\_\_\_ **We asked all vendors to donate one item to be raffled off. Staff will come around to collect your one item.**

### **FOOD & BEVERAGES:**

\_\_\_\_\_ Watertown-Oakville Non-Profit Selling Food & Beverages.....\$80.00

\_\_\_\_\_ Commercial Vendor Selling Food.....\$150.00

\_\_\_\_\_ Check here if you are a food truck. \_\_\_\_\_ Dimensions \_\_\_\_\_ Window Side Left or Right

*\*Fee does not include Torrington Area Health District (THAD) fees. All Food Vendors and anyone selling or distributing items to be consumed are responsible in securing Health Permits in advance of the event. Local office: Torrington Area Health District, 61 Echo Lake Road, Watertown, CT 06795 860-945-5270 or 860-489-0436*

**DONATIONS:** of \$100 or more can include their business logo. MUST attach a camera ready copy of your logo.

**SORRY – NO REFUNDS ONCE PAYMENT IS RECEIVED.**

**PAYMENT INFORMATION:** Checks\* made Payable to the **Watertown Fall Festival**

\*Returned checks subject to a \$50 "return" bank fee.

**APPLICATION:** Enclosed is \$ \_\_\_\_\_ this includes my completed application.

**OPTIONAL:** I'm enclosing an additional \$ \_\_\_\_\_ for a donation.

**MAIL OR BRING TO:**

**Watertown Parks & Recreation**  
**In care of: Watertown Fall Festival**  
61 Echo Lake Road, Watertown, CT 06795  
860-945-5246

[www.watertownctrec.com](http://www.watertownctrec.com)

**Vendor Application for Consideration**

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All efforts will be made, on **a first come first served basis** to prevent duplicate items being sold. No Bang Caps, Silly String, or any items that are a mess to pick-up are permitted to be sold or given away.

**LIST ALL ITEMS BEING SOLD OR GIVEN AWAY:**

Please complete the following area and be very specific in your description. Your application will not be processed until this information is obtained by the Fall Festival Committee. You may be subject to a late fee if this area isn't filled out completely. Please list items being exhibited and/or food items. The Town of Watertown and the Watertown Fall Festival Committee reserve the right to refuse, refund, cancel or any vendor and/or their items which are not in the best interest of the Town.

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**All Vendors will be permitted to sell only the merchandise/food that is listed on this signed application. First come, first served.**

**\*\*Electricity is NOT provided. Please be prepared with generators/other sources of power if necessary. Please be aware that as the sun begins to set, it may be difficult to see your items on display. \*\***

**Acknowledgement and Waiver:** I hereby, in the event of accident and/or incident, waive all claims and/or damages against the Town of Watertown Connecticut. The Watertown Parks and Recreation Department, their agents or Commission and Committee Members, including the Watertown Fall Festival Committee. The undersigns, hereby releases the Town of Watertown from all actions causes of actions, suits, controversies, promises, damages, judgement, extent execution, claims whatsoever in law or equity which against the Town of Watertown Connecticut by myself, my heirs, or hereafter can, shall or may, have for, upon, or by reason of any matter cause or thing whatsoever from the Beginning of the world forever hereafter in connection with my participation in activities upon premises and/or lands owned by the Town of Watertown. In participating in said activities I understand that there are certain risks that I may be injured or incur physical harm or injury and I assume said risks of my own free will, knowing that I shall bear full responsibility for medical costs, care, treatments, or any other costs or damages to me as a result of said injuries. I have read the above statement and verify I am in good health and covered by medical insurance. Your signature on this application is your agreement to abide by the rules of the show/event. Booths are subject to closure if the Guidelines are not strictly adhered to. The Fall Festival Committee and the Town of Watertown are not responsible for items lost or stolen. Vendor set-up and items left unattended are the sole responsibility of the vendor. The Town of Watertown and the Watertown Fall Festival Committee reserve the right to refuse, refund, or cancel any vendor and/or their items which are not in the best interest of the Town. Signing this constitutes a Contract and I understand there are NO REFUNDS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank You! Please send this completed application along with all required attachments and payment to:

**Watertown Parks & Recreation**  
**In care of: Watertown Fall Festival**  
61 Echo Lake Road, Watertown, CT 06795  
**860-945-5246**

[www.watertownctrec.com](http://www.watertownctrec.com)

All applications postmarked after September 6th will be subject to a \$15.00 late fee. No refunds.

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Amount Received \$ \_\_\_\_\_ Cash/Check  
Confirmation: \_\_\_\_\_ Yes \_\_\_\_\_ No Approved: \_\_\_ Yes \_\_\_ No, Explanation \_\_\_\_\_

Late Fee- All Applications Postmarked after September 6, 2024 - \$15.00 Fee - \_\_\_\_\_

# **GUIDELINES, RULES & CHECK-OFF LIST:**

**DATE:** Saturday, September 14, 2024  
**LOCATION:** Veterans' Memorial Park, 570 Nova Scotia Hill Road, Watertown, CT 06795  
**HOURS:** 10:00 A.M. to 5:00 P.M.  
**VISITORS:** This well received annual show averages more than 2500+ patrons.  
**ADMISSION:** Admission and parking is free of charge.

**\*\*Electricity is NOT provided. Please be prepared with generators/other sources of power if necessary. Please be aware that as the sun begins to set, it may be difficult to see your items on display. \*\***

**ABSOLUTELY NOT:** NO Stakes or poles will be pounded in the fields. Underground irrigation system.

**EXHIBIT AREA:** Your exhibit area is a maximum of 12' X 12' (additional booth space available for a nominal fee). Your exhibit area and surrounding area must be left in the same condition you found it. Thank You

**GENERATORS & FIRE EXTINGUISHERS:** Generators are strongly recommended. Vendor must provide working fire extinguisher for their booth.

**ITEMS FOR SALE:** All efforts will be made, on a **first come first served basis** to prevent duplicate items from being sold.

**PROHIBITED:** No Bang Caps, Silly String, or any items that are a mess to pick-up are permitted to be sold or given away.

**REFUNDS:** Sorry, there are **NO REFUNDS** ONCE PAYMENT IS RECEIVED.

**RETURNED CHECKS:** Returned checks are subject to a \$50 Returned Bank Fee

**SET-UP:** Saturday, September 14th at 7A.M. **You MUST be set-up by 9:30 A.M. Strictly enforced!** All vendors must bring help to set up and break down your tents and tables.

**SPECIAL REQUESTS:** They must be made at least 2 weeks before the event.

**VEHICLES:** No driving on any fields and remember the field has irrigation pipes. No putting/pounding any poles or stakes into the ground.

**VENDOR PROVIDES:** You must provide your own tables, chairs, tents/awnings. Seasonal decorations encouraged.

**WEATHER:** The Watertown Fall Festival is held Rain or Shine...or Snow! All Displays and exhibits are outdoors. Please plan ahead. Sorry No Rain Checks or Refunds.

*Thank You! Please retain this sheet for your records*