



Watertown Parks and Recreation Department NIGHT OUT ON MAIN STREET

Event Location: Main Street, Watertown, CT 06795; Depot Street – Woodruff Ave.

VENDOR APPLICATION FOR CONSIDERATION: Applications are subject to review by the Town of Watertown

Please Print:

BUSINESS/ ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE #: _____ **ALTERNATIVE #:** _____

EMAIL IS REQUIRED FOR COMMUNICATION BEFORE EVENT

EMAIL ADDRESS: _____

ITEM(S) SOLD (PLEASE LIST ALL OR ATTACH DOCUMENT WITH ITEMS!): _____

ALL APPLICATIONS RECEIVED/ POSTMARKED WITHIN A WEEK OF THE EVENT WILL BE SUBJECT TO A \$10.00 LATE FEE.

Please check dates that apply:

July 11, 2026; 6:00pm-9:00pm	
August 8, 2026; 6:00pm-9:00pm	

ONE NIGHT	BOTH NIGHTS
<p>VENDORS: _____ \$55.00- Exhibit Space 10X10 _____ \$30.00- Non- Profit Vendor exhibit space 10X10 (MUST PROVIDE 501(3)(C)) _____ \$40.00- Additional Vendor spaces</p>	<p>VENDORS: _____ \$100.00- Exhibit Space 10X10 _____ \$50.00- Non- Profit Vendor exhibit space 10X10 (MUST PROVIDE 501(3)(C)) _____ \$60.00- Additional Vendor spaces for both nights</p>
<p>FOOD VENDORS: (YOU MUST COMPLETE TAHD APPLICATION) _____ \$125.00- Food Truck _____ \$100.00- Exhibit Space 14 X 14 _____ \$90.00- Non- Profit Vendor exhibit space 14X14 (MUST PROVIDE 501(3)(C))</p>	<p>FOOD VENDORS: (YOU MUST COMPLETE TAHD APPLICATION) _____ \$200.00- Food Truck _____ \$150.00- Exhibit Space 14 X 14 _____ \$125.00- Non- Profit Vendor exhibit space 14X14 (MUST PROVIDE 501(3)(C))</p>
<p>OPTIONAL: I am enclosing an additional \$ _____ for a donation. (Donations of \$100 or more please contact wtnspecialevents@watertownct.org to see what is included!)</p>	

I have enclosed \$ _____ with my completed application.

MasterCard, VISA, Discover, Am EX, Money Order, cash and personal checks (made payable to Watertown Parks & Recreation Dept.) ARE ACCEPTED.

PAYMENT POLICY: Payment, along with proper documentation, is due with registration for all events. We will accept cash, credit card (Master Card, Discover, Diner’s Club, American Express, Visa, & debit cards), money order or check made out to “Watertown Parks & Recreation”. No pre/postdated checks. A \$20.00 fee will be charged for any returned checks. Watertown Parks & Recreation Staff will not accept registration at the event site. Fees must be paid at the office prior to participation unless otherwise specified.

REFUND POLICY: Refunds are granted automatically if an event is canceled. Refunds must be requested prior to the week before the program begins. On or after the event date no refunds will be granted unless unexpected medical complications (injury/illness) prohibit active participation in the event. A refund request form must be completed and submitted to the Parks & Recreation Department as soon as possible as refunds are not able to be issued before the form is received. The form is available at www.watertownctrec.com under general information, department info. A \$10.00 processing fee will be charged for all refunds unless the Watertown Parks & Recreation is forced to cancel a program. Patrons must fill out a refund request form when they need to cancel out of a program. Patrons who submit a refund request form after the events registration has ended may be subject to a \$25 processing 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. If electricity is required, please reach out to wtnspecialevents@watertownct.org for prior planning

NIGHT OUT ON MAIN STREET: GUIDELINES

FOOD VENDORS:

ALL FOOD VENDORS must complete the food service event requirements through the Torrington Area Health District. The TAHD requires that the Temporary Food Events Registration Form and payment be received 2 weeks prior to event date. Please contact the TAHD for more information and to confirm your participation. www.tahd.org Phone: (860)489-0436 Fax: (860)496-8243 Email: info@tahd.org

****All Food TRUCKS MUST be inspected by the Watertown Fire Marshal before attending an event. Please contact Kim Calabrese; Calabrese@watertownct.org to set up your inspection.**

All inspections are free. **

- All vendors will be permitted to sell only the merchandise/food that is listed on application.
- Set-up and merchandise drop-off may begin as early as 4:15pm on the sidewalk near your space. (Event maps with vendor locations will be available a week prior to each event). The road will be closed to all traffic by 5:30pm. At this time, vendors may safely set-up their booths (some booth space will be in the middle of the Main Street). If you get to main street after 5:30PM Please bring enough help to load and unload any products that need to be moved to set up your booth. All vendors must be ready for the event by 6:00PM. Event ends at 9:00pm (**no early break-downs**). Road will re-open to traffic by 9:15pm. Vendors must be packed up and off Main Street no later than 9:30PM, leaving your space exactly how you found it - CLEAN.
- You must provide your own tables, chairs, tents/awnings.
- Vendor space is 10'x10'. If you need a double space, it will cost an additional fee.
- All vehicles will be moved off Main Street for the duration of the event. You can park in St. Johns Church parking lot, Depot Square Mall parking lot, and Webster Bank. **D'Amico's Agency is private property. Please do not to park there.**
- All tents must be securely anchored at all times. You must use weights at least 10lbs. The Watertown parks & Recreation Department does **NOT** supply weights.
- There is absolutely NO SMOKING.
- Vendors must contact the Watertown Parks & Recreation Department: (860) 945- 5246 or via email wtnspecialevents@watertownct.org if they are unable to participate.
- Vendors may not share a space with other vendors if they are selling different items and have different business names.
- If we are in for severe weather (thunderstorms and heavy rain) the Night Out on Main Street event will be cancelled (per the Town of Watertown). If there is a cancelation, we will notify you before 2PM the date of the event.
- **Watertown Parks & Recreation does not provide manpower for set up and break down.**
- All insurance must be up to date including product liability. This is the vendor's responsibility to provide. The Watertown Parks & Recreation Department's Night out on Main Street event and the Special Events Coordinator and staff assume no liability for injury or for any personal injury, property loss or damages.
- This event is geared for our community and families are a big part of that. We ask that you refrain from any profanities or abusive behavior for this will NOT be tolerated. Vendors who don't follow these rules will be asked to leave and will lose their fee and space.

Please contact wtnspecialevents@watertownct.org for more information!

_____ **I have read and agree to adhere to the rules and regulations of the Watertown Parks & Recreation**
(INITIAL HERE) **Night out on Main Street.**

Acknowledgement and Waiver: I hereby do release the Town of Watertown, and its staff, volunteers, and associates from any and all liability and damage, injury or for any personal injury, property loss or damages of any nature or cause suffered as a result of the operation of this event. I give my permission to use my name, my business name, images submitted, and any photographs taken in a commitment to the event and will respect that commitment. I have read the guidelines below and agree to abide by them.

Signature: _____

Print: _____ Date: _____

Applications & Payment can be mailed or brought to the
WTN Parks & Rec Dept. Attn: Special Events- 61 Echo Lake Rd., WTN, CT
Additional Vendor Information will be shared after application has been **approved & processed**.