

Date rec'd _____ Accept Y / N; Date notified _____ Payment _____ ; Date _____
Elec Y / N Ins Rec'd Date: _____ Wby ___ Pomp ___ Food Lic. Rec'd Date: _____

Woodbury Earth Day 2023

presented by Pomperaug River Watershed Coalition

FOOD VENDOR APPLICATION (Concessions, Sampling, & Sales)

Round 1 Application Deadline: Wednesday February 15, 2023

Round 2 Application Deadline: Wednesday March 15, 2023

NOTE TO VENDORS:

- Please review the [Vendor Information](#) before you begin this application.
- All food vendors sampling products or providing food concessions must obtain a Temporary Food Service License from the Pomperaug District Department of Health. Nonprofit and Commercial Vendors may sample and/or sell food products with the appropriate Food Service License. An application for this license is available [online](#) (or visit www.hvhdct.gov). Health Department applications must be submitted by Wednesday March 15, 2023.
- Questions regarding the application process may be directed to 203-263-0076 or earthday@pomperaug.org

VENDOR CATEGORIES & FEES (check category / circle fee)

- Sponsor (\$500+ see [Sponsorship Information](#)) 501(c)3 Nonprofit (\$65)
- Food Trucks & Concessions (\$300) Public Schools & Affiliates (No charge)
- Commercial Vendor (\$150) Municipal, State, Fed Agencies & Affiliates (No charge)

TOTAL FEE: _____

VENDOR INFORMATION

Org./Business Name: _____ Tax ID: _____

Contact Person for Application: _____

Business Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Website: _____

Contact Person for DAY OF EVENT: _____ Cell Phone (_____) _____ - _____

WILL YOU BE USING ELECTRICITY? No _____ Yes _____

Woodbury Earth Day will not be providing power. Vendors requiring electricity for their exhibits or food concessions are responsible for providing their own source of electricity. If you plan to bring a power supply, you must complete the attached Electricity Form and submit it with this application. This information form will be reviewed by, and is subject to approval from, the Woodbury Building Official. Power sources will be subject to an inspection by the Fire Marshall the day of the event. Food trucks

shall be subject to an inspection by the Fire Marshall the day of the event to ensure proper compliance with the [Food Truck Safety Checklist](#).

PLEASE CHECK ONE CATEGORY to best describe your products, services, mission or activity:

- Food Trucks & Concessions (Indicate dimensions needed for your operation: _____)
- Specialty Food (Sampling and sales – 10’ x 10’ space provided)

PLEASE PROVIDE A GENERAL DESCRIPTION OF YOUR FOOD (Check all that apply)

Please include a menu or product list with your application.

- Vegetarian Vegan Gluten-free Paleo Meats Pizza
- Ethnic American Desserts Snacks Baked Goods Condiments
- Canned Goods Vegetables Fruits Farm-fresh Cheeses Beverages
- Breakfast Lunch Hot Cold Frozen Cotton Candy
- Popcorn Smoothies Coffee/Tea Lemonade Ice Cream Italian Ice
- Other: _____

DETAILED DESCRIPTION - Please provide a 50-word description of you/your organization/services, EXACTLY how you would like it to be listed on the www.woodburyearthday.org website and in other event materials.

RELEVANCE TO EARTH DAY - Please describe how or why your products/services/display tie in with Earth Day. Examples: locally grown/sourced ingredients, locally made or produced, organic, sustainably produced, no hydrogenated oils, no synthetic preservatives, no artificial colors or flavors, no artificial sweeteners, non-GMO, fair trade, sustainable/recyclable/compostable packaging or service-ware including plates and utensils, etc.

PLEASE SUBMIT A PHOTOGRAPH ILLUSTRATING YOUR PRODUCT AND SET UP (i.e., vehicle ovens, tables, banners, packaging, etc.) to earthday@pomperaug.org or with your application for use in event promotions.

STATEMENT OF AGREEMENT

All applicants to Woodbury Earth Day must read and sign the following:

1. **Vendor Applications** will be reviewed and approved in two rounds until the application deadline of Wednesday March 15, 2023 or until vendor capacity has been reached. Unlike years past, the event organizer (PRWC) will review the pool of applications after each application round deadline to select / accept those that are most relevant to Earth Day, ecological sustainability, and sustainable living. Applications postmarked on or before February 15, 2023 will be considered for the first round of vendor selection. Vendors selected for acceptance in Round 1 will be notified of their acceptance by March 1, 2023. Vendors not selected in Round 1 will continue to be considered for acceptance Round 2 selection. Applications postmarked on or before March 15, 2023 will be considered in Round 2. As always, vendor space is limited and submission of an application does not guarantee acceptance. Past acceptance as a vendor also does not guarantee acceptance for the current year. Applicants are encouraged to submit payment with their Vendor Application with the understanding that vendor fees are only processed after the vendor has been notified of their acceptance. Payments from applicants who are not accepted to the event will not be processed and will be returned in full. Vendors will be notified of their acceptance no later than Friday March 31, 2023. All vendor fees must be received by Friday April 14, 2023. Failure to submit payment by this time will result in a forfeit of vendor space.
2. **Payment Policy:** Credit cards and checks made payable to PRWC are accepted. Vendor fees are only processed after the vendor has been notified of his/her acceptance. Once processed, vendor fees become non-refundable. Payments from applicants who are not accepted to the event will be returned. All vendor fees must be received no later than Friday April 14, 2023. Failure to submit payment by this time will result in a forfeit of vendor space.
3. **Vendor Insurance Policy:** All accepted vendors must provide a Certificate of Insurance naming the Venue Owner (Town of Woodbury) and Event Host (Pomperaug River Watershed Coalition) as additional insured by Friday April 14, 2023. Vendors must provide a certificate of insurance in the amount of \$1,000,000 naming BOTH of the following as additional insured:
 - a. **Town of Woodbury**, 281 Main Street South, Woodbury, CT 06798
 - b. **Pomperaug River Watershed Coalition**, 39 Sherman Hill Road, Suite C103, Woodbury, CT 06798Vendors failing to provide the required Certificate of Insurance by April 14, 2023, will not be permitted to participate in Woodbury Earth day and the vendor fee will not be refunded.
4. **Space Assignments:** A booth space consists of approximately one 10' x 10' area for exhibiting (or more if requested and paid for accordingly). Booth space includes space for parking one vehicle; all other vehicles must be parked in a designated area. Booth assignments will be made only after payment and insurance certificates are received. Vendors in good standing will receive pre-event detailed information regarding booth assignments, arrival/check-in times, set-up, and answers to other frequently asked questions.
5. **Vendor Operations:** Vendors are responsible for providing their own display components including tents, tables, chairs, extension cords, generators, signage, brochures, etc. All tents must be secured with stakes and weights (gallon jugs and/or buckets filled with water or sand work well as weights). Vendor exhibits are not to extend beyond the assigned space. Vendor booths shall remain fully open for the duration of the event 11:00 AM to 4:00 PM. No vehicles, other than emergency services vehicles, will be allowed on or off the exhibition field between 10:30 AM and 4:15 PM or until deemed safe by the Event Host. Trash and recycling containers will be available throughout the exhibition field and dumpsters will be located on-site for your use. Please do not leave anything behind on the field at the close of the event. Selling of goods and services is permitted and encouraged, but not required. In representing and/or communicating the message of your business, organization or cause, we ask that you do so with respect and voice opinions in a way that does not offend or alienate visitors, vendors, exhibitors, or volunteers of the event. The use and/or distribution of helium balloons at Woodbury Earth Day is strictly prohibited. **The use of polystyrene (Styrofoam) is strictly prohibited for food sampling or service.** It is the vendor's responsibility to comply with

all health and fire-safety provisions.

6. **Compliance with Laws and Regulations:** Vendors shall, at all times, comply with all applicable laws, ordinances, rules and regulations, and orders of federal, state, county, and municipal government. Vendors shall agree to comply with ordinances and regulations including, but not limited to, preparation and service of food products, containment and vaccination of farm and rescue animals exhibited at the event, operation of generators, and the collection and reporting of all applicable sales tax. Furthermore, vendors with food trucks shall comply with food truck safety regulations (see [Food Truck Safety Checklist](#)) and shall be subject to an inspection by the Fire Marshall and Public Health Inspector the day of the event to ensure proper compliance.
7. **Event Rules and Policies:** The Event Host will have full power in the interpretation and enforcement of all rules contained herein and to make such further rules and policies as it considers necessary for the proper conduct of Woodbury Earth Day.
8. **Cancellation:** Woodbury Earth Day is a rain or shine event. Only the event organizers (Pomperaug River Watershed Coalition "PRWC") may cancel the event. The event organizer may cancel due to thunderstorms, saturated field conditions, or safety concerns. In the event Woodbury Earth Day is canceled, vendors and exhibitors will be notified and a refund of the vendor fee minus 15% will be issued. Vendor fees will not be refunded if the participant does not show the day of the event or fails to provide a certificate of insurance, pass health inspection (where applicable), or pass fire safety provisions (where applicable).
9. **No Guarantee of Results:** The Event Host does not warrant or guarantee any particular results from exhibiting in Woodbury Earth Day nor does it guarantee any particular number of attendees or exhibitors.
10. **Indemnification/Release:** Pomperaug River Watershed Coalition (Event Host) and the Town of Woodbury (Venue Owner) will not be liable for loss or damage to the Vendor's property from theft, fire, accident, or any other cause. By signing below, the Vendor agrees to indemnify, protect, defend, and hold harmless the Pomperaug River Watershed Coalition and the Town of Woodbury, and each of their respective officers, directors, organizers, owners, agents, representatives, or employees of the above from and against all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses, and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, and any act, omission or neglect of Vendor, its agents, contractors, employees, or invitees. In addition, the Vendor expressly releases the aforementioned from all claims of loss, damage, or injury arising from any cause whatsoever.

By signing below, I am verifying that I have read both the [Vendor Information](#) and the Statement of Agreement and I agree to abide by all the information stated therein.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Name of Business or Organization: _____

PAYMENTS

Please include two separate payments:

Food License Fee payable to "HVHD"
Vendor Fee payable to "PRWC"

Mail completed applications with payments to:

Woodbury Earth Day Committee
c/o Pomperaug River Watershed Coalition
39 Sherman Hill Road, Suite C103
Woodbury, CT 06798

To submit completed applications by email, send to:

earthday@pomperaug.org

To provide payment information by phone, call:

203-263-0076

FOOD LICENSE/HEALTH DEPARTMENT

TOTAL FEE: **\$112.50**

- Check enclosed (Make checks payable to "Housatonic Valley Health District" or "HVHD" and write "Earth Day" in the memo.
Please include organization or business name on check.)
- Completed Food License Application enclosed (Application is available online from the Housatonic Valley Health District of Health's website <https://hvhdct.gov/environmental-health/> or by using this direct link for the application <https://hvhdct.gov/wp-content/uploads/2022/05/Temporary-Food-License-Application.docx-1.pdf>.)
- I have submitted my Food License Application and Fee directly to the Housatonic Valley Health District.

WOODBURY EARTH DAY/PRWC

TOTAL FEE: _____

- Check Enclosed (Make checks payable to "Pomperaug River Watershed Coalition" or "PRWC" and write "Earth Day" in the memo.
Please include organization or business name on check.)
- Charge the total fee to credit card Master Card Visa AmEx Discover

Card number: _____

Expiration date: _____ 3 numbers on the back of the card: _____

Cardholder's name as it appears on the card: _____

Cardholder's address: _____

PAYMENT WILL BE PROCESSED FOLLOWING NOTIFICATION OF ACCEPTANCE TO VENDOR.

**Unsigned applications will not be accepted.
Please read and sign the "Statement of Agreement" on the previous page.**

Woodbury Earth Day 2023

ELECTRICITY FORM

Woodbury Earth Day will **not** be providing electricity this year. Vendors requiring electricity for their exhibit or food concessions are responsible for providing their own power source (solar, batteries, generator, etc.).

*****For fire-safety reasons, vendors planning to bring their own power supply are required to complete this form** and submit it with their Woodbury Earth Day Vendor Application. Your completed form will be reviewed by, and is subject to approval from, the Woodbury Building Official. Note: The Building Official may contact you for additional information or any information that may have been omitted.

Approved power sources will be subject to an inspection by the Fire Marshall the day of the event to ensure proper electrical connections, placement of rubber matting over wires to prevent tripping hazards, presence of a functional fire extinguisher, and all other requirements further communicated by the Town of Woodbury.

APPLICANT INFORMATION

Org./Business Name: _____

Contact Person for Application: _____

Business Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Contact Person for DAY OF EVENT: _____ Cell Phone (_____) _____ - _____

POWER SUPPLY INFORMATION

GENERATOR/POWER SOURCE:

Make or Brand _____ Model _____

Fuel Type (gasoline, diesel, solar, etc.) _____

Output Capacity (amps, watts, volts, etc.) _____

Method of Grounding _____

EQUIPMENT TO BE POWERED:

Please list the type of equipment or appliances that you will be powering with your generator.
