



# Woodbury Earth Day 2023



presented by Pomperaug River Watershed Coalition  
[www.woodburyearthday.org](http://www.woodburyearthday.org)  
[www.pomperaug.org](http://www.pomperaug.org)

## VENDOR INFORMATION

- Woodbury Earth Day 2023** will be held on **Saturday April 29, 2023** from **11:00 AM to 4:00 PM** at **Hollow Park, Hollow Road, Woodbury, CT** (GPS 41.538495°N, -73.209756°W).
- Admission** to the event is **free** to the general public, although there is a charge for on-site parking. Past events have drawn upwards of 6,000 people, but there is no guarantee of results.
- Cancelation:** 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).
- We are seeking vendors and exhibitors** whose products, missions and services support sustainable living, such as: environmental organizations, artisans and makers, farmers and growers, alternative energy companies, alternative modes of transportation, outdoor recreation, holistic wellness practitioners, local foods, animal welfare groups and more. Woodbury Earth Day welcomes nonprofit organizations, small and large businesses, food concessions, governmental agencies and commissions, and educational institutions. We review all applications and do not discriminate on the basis of race, color, creed, gender, gender expression, age, ancestry, disability, marital status, sexual orientation, or military status. However, submission of an application does not guarantee acceptance. The event organizer will select those applicants that are best aligned with Earth Day, ecological sustainability, and sustainable living. The number of vendor/exhibitor spaces are limited.

### 5. Vendor packages:

	<b><u>Round 1 / Round 2</u></b> <b><u>Feb 15 / March 15</u></b>
• Sponsors	\$500.00+
• Food Trucks & Concessions	\$300.00
• Commercial Businesses	\$150.00
• 501(c)3 Nonprofit Organizations	\$ 65.00
• Public Schools and Affiliates	No charge
• Municipal, State, Federal Agencies and Commissions	No charge

#### All packages include:

- Approximately 10' x 10' of exhibit space; multiple spaces may be reserved at an additional cost. Food truck/concessions spaces are sized accordingly.
- Parking for one vehicle with your exhibit space, all others must park in designated areas.
- Recognition in promotional materials including event website and social media.

#### All packages **DO NOT** include:

- Display components (tents, tables, chairs, signage, electricity, etc.)
- Health department licenses and fees required of vendors sampling or selling food products at the event. Any vendor may sample/sell food at the event as long as they obtain the required Seasonal/Temporary Food Service License and pass the health inspection day of the event.

#### Sponsor packages additionally include:

- Recognition in/on printed advertising, banners at the event, event t-shirts, social media posts, and event website. Sponsors are also recognized at events and programs held throughout the year by the Pomperaug River Watershed Coalition (host of Woodbury Earth Day). Learn more about what your sponsorship supports by visiting [www.woodburyearthday.org/sponsor](http://www.woodburyearthday.org/sponsor).

6. **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. 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 Wednesday April 15, 2023. Failure to submit payment by this time will result in a forfeit of vendor space.

7. **ALL accepted vendors must provide a Certificate of Insurance** naming the Venue Owner (Town of Woodbury) and Event Organizer (Pomperaug River Watershed Coalition) as additional insured by Wednesday April 15, 2023. Vendors must provide a certificate of insurance in the amount of \$1,000,000 naming BOTH of the following as additional insured:

- **Town of Woodbury**, 281 Main Street South, Woodbury, CT 06798
- **Pomperaug River Watershed Coalition**, 39 Sherman Hill Road, Suite C103, Woodbury, CT 06798

Vendors failing to provide the required Certificate of Insurance by April 15, 2023, will not be permitted to participate in Woodbury Earth Day and the vendor fee will not be refunded.

*Please note, this one-day insurance coverage is not meant to be cost-prohibitive to your participation in the event. Past vendors have found ACT (Artists, Crafters & Tradesmen) Insurance to be an affordable source of insurance. Rates begin at \$49 for a 1- to 3-day event. For more information, visit their website: [www.actinsurance.com](http://www.actinsurance.com). Event host has no relationship or agreement with ACT Insurance. Vendors may select their preferred insurance provider.*

8. **All FOOD vendors** sampling products or providing food concessions must obtain a Temporary Food Service License from the Housatonic Valley Health District. The Seasonal/Temporary Food Service License Application is available online at: <https://hvhdct.gov/environmental-health/>. For planning purposes, food vendors are encouraged to submit their completed Food Service License Application and associated license fee of \$112.50 (check payable to "HVHD") along with their Earth Day Vendor Application. The Food Service License Application is subject to review and approval by the Housatonic Valley Health District. The health inspector may contact you for additional information if deemed necessary to issue your license. It is the vendor's responsibility to comply with health-safety provisions including an on-site health inspection on the day of the event. Failure to pass the health inspection may result in operating at a limited capacity or not at all. Failure to pass this inspection does not qualify the vendor for a refund.

9. **Electricity will NOT be made available.** Vendors requiring electricity for their exhibit or food concessions are responsible for providing their own power source. **Vendors planning to bring a power supply, including those on-board a food truck, must complete the Electricity Form and submit it with their Vendor Application.** This form will be submitted to the Town of Woodbury and is subject to approval from the Woodbury Building Official. 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. Failure to pass the inspection may prohibit you from using electrical equipment at the event. It is the vendor's responsibility to comply with all fire-safety provisions; failure to comply does not qualify you for a vendor refund. Food trucks with on-board and off-board power sources 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.

10. **Deadlines/Important Dates:**

- a. Round 1 (early selection) vendor applications must be postmarked on or before Wednesday February 15, 2023.
- b. Vendors selected for acceptance in Round 1 will be notified of their acceptance by Wednesday March 1, 2023. Vendors not selected in Round 1 will continue to be considered for acceptance Round 2 selection.
- c. Round 2 vendor applications must be postmarked on or before Wednesday March 15, 2023.
- d. Electricity forms and health department applications must be received by Wednesday March 15, 2023.
- e. Health Department fees must be paid with submission of the Temporary Food Service License application by Wednesday March 15, 2023.
- f. All applicants will be notified of their acceptance status by Friday March 31, 2023.
- g. ALL insurance certificates must be received by Friday April 14, 2023.
- h. ALL vendor fees must be received by Friday April 14, 2023.
- i. Vendor booth assignments, event site maps, and other pertinent event information/reminders will be circulated to vendors satisfying all eligibility requirements between April 1 and April 30, 2023.

11. **Questions** call 203-263-0076 or email [earthday@pomperaug.org](mailto:earthday@pomperaug.org).

12. **Additional information** and updates may be found online at [www.woodburyearthday.org](http://www.woodburyearthday.org).