



February, 2020

Dear Vendor,

We would like to invite you to attend the 16th annual Connecticut Garlic & Harvest Festival at the Bethlehem Fairgrounds in Bethlehem, CT. The festival will be held on Columbus Day weekend, October 10th and 11th, 2020, from 9 AM to 5 PM daily. Bethlehem is nestled in the scenic foothills of the Berkshire Mountains in western Connecticut, and is conveniently located between two major population centers, i.e. Torrington and Waterbury. Our promotion includes FM radio advertising, live on-site radio broadcasts throughout the weekend, Facebook, street signs, ads and articles in several area newspapers, brochure distribution, and calendar listings in many publications and on many websites.

This festival is the only one held in Connecticut that primarily devotes itself to promoting and celebrating garlic! Each year, because of this unique theme, the festival attracts an increasing number of garlic devotees. Our venue can host approximately 250 vendors, and with weather on our side, has seen over 22,000 attendees.

Enclosed you will find a copy of our vendor application. All vendors will be required to submit the appropriate certificates of insurance (see next page) along with their application or pay to be included on our event policy for the weekend (see summary of fees). We accept vendors selling anything garlic related, specialty foods, food and kitchen items of any sort, farm produce, and hand-made crafts. If your setup does not fall into any of these categories, please email us for approval first before sending in an application. Please return your vendor contract along with the appropriate fee and insurance certificate (if applicable) to the address on the vendor contract if your setup meets the above criteria. You will be emailed a link to the Vendor Rules & Regulations as confirmation of receipt and acceptance of your application. Please note that all vendor fees paid are non-refundable. We have sold out of spaces for the past several years by mid-June, so it is in your best interest to get your application in early to secure a spot.

Please be sure to include a valid email address on your application, as your vendor confirmation will be sent via email. You will also receive a letter, including setup instructions and vendor passes, around September 15th. We hope you will join us in October for another successful event!

Sincerely,

Al Avitabile

David Harkness

2020 INSURANCE REQUIREMENTS

- All vendors (concessionaires, crafts, pre-packaged specialty foods, garlic related merchandise), must either provide us with a certificate of insurance meeting the limits of liability outlined below, with the **additional insured** listed below (**both A&B**), **or** pay the \$60 fee to be added to our event policy.

Commercial General Liability: \$1 million each occurrence

Damage to Rented Premises: \$100,000

General Aggregate: \$2 million

Product Liability: \$1 million

ADDITIONAL INSURED

A: Avid Concessions LLC

P.O. Box 611

Washington Depot, CT 06794

B: Bethlehem Fair Society, Inc.

P.O. Box 488

Bethlehem, CT 06751

Please Note: Simply adding the above entities as “CERTIFICATE HOLDER” on your insurance certificate is not acceptable. They must both be listed as “ADDITIONAL INSURED”, and notated as such on your certificate. If you are unable to provide such a certificate, you must pay the \$60 fee to be on our event policy for the weekend.

Vendor Contract

This agreement, made this ____ day of _____ 2020, between CT Garlic & Harvest Festival management and _____, is for exhibition space at the CT Garlic & Harvest Festival held at the Bethlehem Fairgrounds in Bethlehem, CT on October 10th and 11th, 2020.

Please describe the specific products you will be selling in box below:

Business: _____

Owner: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

Please check here if this is a changed or new email address that must be added to our email list

Website URL: _____

Special needs/ space requests: _____

Electrical Requirements (see schedule of fees below): _____

Schedule of Fees:

Standard vendor spaces have 15' of aisle frontage and are all at least 20' deep. Wider spaces can be purchased by the foot. See below. As many food concessionaires have trucks or trailers that they serve out of, concession spaces, serving food for immediate on-site consumption mainly found in the food court, are as large as needed to accommodate a single truck, trailer, or food booth. As a result, these spaces are priced differently. **Please note that standard 110V electricity is available anywhere for free, however there is a \$100 charge for a 220V hookup. Generators are not permitted.**

Standard spaces: \$175

Concession spaces: \$350 if postmarked by June 30th

\$400 if postmarked after June 30th

Summary of Fees:

Space rental fee= ____ 15' wide standard spaces @ \$175 each	\$ _____
Space rental fee= ____ concession spaces x \$ _____ each	\$ _____
Additional aisle frontage space at \$12/foot: _____ ft x \$12/ft=	\$ _____
Insurance fee for standard vendors, if applicable: \$60:	\$ _____
Electricity fee for 220V hookup: \$100:	\$ _____
Total:	\$ _____

***All checks must be made payable to Avid Concessions LLC**

Mail to: CT Garlic & Harvest Festival, P.O. Box 611, Washington Depot, CT 06794

The undersigned vendor states that the above information is true to the best of his or her knowledge, and agrees to comply with all rules set forth by festival management. Rules & Regulations will be emailed to you upon acceptance of this application, or can be viewed on our website (www.garlicfestct.com) under the "vendor info" tab.

Title: _____ Date: _____

Signature