

Stratford's Main Street Festival Information

Please review thoroughly



The Stratford Rotary Club, and Milford Bank are sponsoring the annual “**Main Street Festival**”, a town-wide event to celebrate the many organizations, programs and services the Town of Stratford has to offer.

We especially want to thank the Town of Stratford departments for providing the many public services that make this event so safe, clean, and successful.

We invite all organizations and vendors (profit & non-profit) to promote the work they do, boost their outreach and funds; and provide a day of fun and pleasure for people of all ages.

The event will be **Saturday, August 29th from 10:00 AM to 5:00 PM, Rain or Shine.**

The event is held on Main Street from East Broadway to West Broad Street, including West Broad Street.

Booths are located on the grass planting strip along Main St and West Broad St. Because of this, a flat set up surface cannot be guaranteed.

Get there early for setup. Setup, space assignment begins at 7:00 AM that day. Main Street will be closed to all vehicles at 9:00 am.

Each group is responsible for their own tables, chairs, signage, etc. **Set-up time:** 7:00-9:00 am. Breakdown time: 5 pm. Vehicle access opens by 6 pm.

Parking. Vehicle access opens by 6 pm. Parking limited is available for vendors ONLY. Parking permit must be posted and visible throughout the event

Food Concessions: Owning a food concession entitles that organization to be the only one selling that food item for the day.

- To own a concession, the organization must purchase three booth spaces. If you are purchasing 3 spaces for exclusivity but will not be using all 3, please note that on the application.
- Upon receipt of the application, on a first come, first serve basis, the Main Street Festival Committee will issue a receipt that allows the organization to “own” that food concession for the day. This will eliminate duplication of items to be sold.

Electricity: There is an **additional charge of \$25.00** for those groups needing electricity. This must be indicated on the application as there are limited booths with access to electricity. Electricity is provided by a town owned portable generator therefore those booths are only available in one section of Main St. (From West Broad St. to the Driveway at Sterling House Community Center)

Temporary Food Permit. Each food vendor is responsible for obtaining a license from the Stratford Health Department Permit. This can be obtained from their website or by calling 203-385-4090. Vendors must reserve a booth before obtaining a Health Dept.

A Certificate of Insurance is required. All vendors must have a Certificate of Insurance naming Stratford Rotary Club as a Certificate Holder. Liability must be provided in the amount of \$1,000,000.00 and must include Products/Completed Operations coverage.

Make checks payable to *Stratford Main Street Festival*. For more information, visit our website at <http://www.stratfordmainstreetfestival.com>. Any questions, please call Jack Cratty (203) 767-2972.

The deadline for reservations is August 21, 2020, after which there is a \$10.00 late fee.

To reserve space at this event, complete the online form application to participate. Alternatively, print and complete the application and mail it to or email to:

Stratford Main Street Festival
7365 Main Street, #205
Stratford, CT 06614
www.stratfordmainstreetfestival.com
info@stratfordmainstreetfestival.com

General Guidelines:

1. All organizations and vendors must submit their complete application (fees, Certificate of Insurance) one week prior to the event. Application fees are non-refundable
2. All booths are 10" x 10". Any vendor exceeding their allotted space will be asked to leave without a refund. All booths will be on planting strips i.e. The grassy area between the sidewalk and the street. Trees and street signs will prohibit trailers and vehicles from maneuvering. Tents, tables & chairs are not included. MitchCo Tent & Party Rentals, Stratford (203) 556-9445 does offer these items for rent.
3. Vendors are responsible for cleaning up their area at the end of the day. Remember to bring water for cleaning, and small waste receptacles for inside the tent.
4. The items listed on the application are the only items you are permitted to sell. Please be very specific when completing your application.
5. Please pick up your information packet and booth assignment on June 1, 2019 at the Information Booth at the corner of Main Street and West Broad St. (near Pistey's Funeral Home). Vendor parking is at the Baldwin Center, 1000 West Broad Street. A parking pass is required and will be included in your Information Packet.
6. "Main Street Festival" opens at 10:00 AM and closes at 5:00 PM to the public. You must stay the entire time. Breakdown of booths is not permitted until after 5:00 PM. Early breakdown will result in disqualifying the organization from future participation.
7. Booth locations will be assigned by committee. Booth assignments are on a first come – first serve basis. All food vendors must have a valid Health Department License. Contact the Stratford Health Department for information at 203-385-4090 or visit our website for a Temporary Food Permit.
8. For those needing electricity, only fully grounded, exterior, heavy gauge, three-pronged, UL approved extension cords are acceptable. No damaged or indoor cords can be used. All connections and cords are inspected by the Fire Department and will not be allowed if they do not pass inspection. Come prepared with up to 100 feet of electrical cord.
9. Rubber mats, rug runners or duct tape must cover all ground wiring for booths.
10. No smoking is permitted within the booth. No alcoholic beverages are permitted. No pets allowed. Proper attire (shirts and footwear) required. No skateboards, in-line skates, bicycles, roller skates or roller blades. No boom boxes.

Food Booths:

There is very limited space for Food Trucks or trailers because all booths are located on the grass planting strip.

- **There are trees and street signs also on the planting strips which prohibit trailers and vehicles from maneuvering.**
 - **All Food Trucks or trailers must be pre-approved before an application is accepted.**
 - **Any approved Food Trucks or Trailers wishing to sell food products are asked to co-sponsor a Stratford nonprofit organization. We are happy to provide suggestions.**
1. Only two booths of one food item will be allowed.
 2. It is not guaranteed that ice will be available for purchase.
 3. Booths involved with cooking need to have a fire extinguisher.
 4. Only gas grills are permitted. Grills cannot be under tents or canopies. The Stratford Fire Department will inspect extinguishers and grills the day of the event.
 5. Any vendor dumping oil or other cooking materials will be reported to the police.
 6. Temporary licenses for food and beverage must be obtained by the organization through the Health Department after registering with the Festival. Applications can be obtained through the website at <http://townofstratford.com/filestorage/1302/402/615/temporary-event-application.pdf>
 7. The Health Department will be on site that day to do inspections. It is important that you have your temporary application visible that day.