VENDOR APPLICATION 2026

Thursdays: May 21, June 18, July 16, 2026
6 pm – 9pm
Court Street and Anocoil Mill Parking Lot

Application Deadline:
30th of the month prior to event vending at (April 30th, May 30th, June 30th)

OVERVIEW

The Vernon Cultural District invites you to participate in our 1st ever Meet on the Street Festival. The purpose of the Festival is to bring our community together to celebrate the great things Vernon has to offer. The Festival will feature live entertainment, food, vendors, and more. Through our advertising and publicity, we hope to draw visitors from well beyond Vernon.

All perspective vendors **must complete this application in its entirety** for consideration to attend and/or sell at Meet on the Street Festivals.

Submission of this application and proof of necessary permits and insurance does **NOT** automatically guarantee the right to vend within the designated event site. You will be notified upon receipt of your application and ***separate*** notification will be given when your application has been **approved or denied** by the event organizers. If your application is not accepted, your deposit will be returned.

The Cultural District will not accept applications for vending that include, in whole or in part, the resale of merchandise purchased in bulk.

Name of Business/Organization: _____

Applicant's First and Last Name*: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Website: _____

**This will be the contact person before and day of the event.*

VENDOR DESCRIPTION

Please select the type of vendor you classify yourself /your organization as. **There are space limits on all vendor types** to create an equal and fun environment!

Booth sizes 10'x10'. Food trucks may be permitted a larger space. Please indicate what your food truck will require in the description.

FOOD/ BUSINESS VENDORS: Includes food trucks, pre-packaged foods, food stands and business representation. Please indicate what months you are applying for and the number of booth(s). **There is a $50 fee per booth/per event.**

☐ MAY - Meet on the Street Food Vendor. I am applying for _____ booth (s).
☐ JUNE - Meet on the Street Food Vendor. I am applying for _____ booth (s).
☐ JULY - Meet on the Street Food Vendor. I am applying for _____ booth (s).

TOTAL FEE (# OF BOOTHS X $50 BOOTH FEE) $_____

Description of ALL goods or food to be sold:

_____
_____
_____

Check only one: ☐ I WILL or ☐ I WILL NOT be bringing a generator or other power source (gas, electric, or other) with me to Meet on the Street Festival. ***No electricity will be provided on site.***

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HOME CRAFTER/ ARTIST/ COMMUNITY INFORMATION VENDORS: Includes crafters, artisans, 501(c)3's. Please indicate what months you are applying for and the number of booth(s). **There is a $25 fee per booth/per event**. Vendors in this category are not permitted to sell any food or beverage products. ** **NOTE: Hand-made art and products will be given priority at all Meet on the Street events.**

☐ MAY - Meet on the Street Home Crafter/Artist/Org Vendor. I am applying for _____booth (s).
☐ JUNE - Meet on the Street Home Crafter/Artist/Org Vendor. I am applying for _____booth (s).
☐ JULY - Meet on the Street Home Crafter/Artist/Org Vendor. I am applying for _____booth (s).

TOTAL FEE (# OF BOOTHS X $25 BOOTH FEE) $_____

Description of ALL goods desired to be sold and/or items to be distributed. Product Images: Please note that we may require vendors to provide photos of the products you plan to sell. Photos should be provided through email to vernonculturaldistrict@gmail.com.

_____
_____
_____

Check only one: ☐ WILL or ☐ WILL NOT be bringing a generator or other power source (gas, electric, or other) with me to Meet on the Street Festival. ***No electricity will be provided on site.***

The Town of Vernon has the right to limit the number of vendors in attendance, duplication of products and/or products deemed to be inappropriate for a community event. Vendors must list ALL goods or food to be sold and distributed. The vendor is required to provide a copy of all printed material to be distributed prior to the events no later than 2 weeks prior to the event. Materials not submitted for review may not be distributed. Failure to comply with this request will result in forfeiture of your privilege to vend and your permit will be revoked for this event.

All fees, forms and permits are due no later than 12:30 pm on the 30th day of the month prior to vending. Failure to follow through with payment, submission of insurance, and or completion of ALL permits by the listed date and time will result in forfeiture of all monies paid to date and vendor permit.

ADDITIONAL TERMS Town of Vernon reserves the right to make any event changes it deems appropriate in the interest of public safety. The Town of Vernon is not responsible for any expenses incurred to comply with regulations or expenses caused by changes to the event up to and including event cancellation. In the event Meet on the Street Festival is not held in this calendar year, the Town of Vernon will refund permit fees paid to the Town of Vernon. This does not include fees paid to North Central District Health Department or the Vernon Police Department.

WHAT IS INCLUDED Booth space(s) will be reserved and designated when registration application and fee are deemed 'accepted' by the event organizers. Upon arrival for the event, vendors will be directed to the designated vending area. Vendors must provide their own equipment (tables, tents, chairs, power source, etc.) are responsible for their own clean up and haul out and must remain within their designated area(s) at all times during the event.

WI-FI AVAILABILITY
No wireless internet access is available.

ARRIVAL, SET UP & BREAKDOWN
Arrival and set up begins no earlier than 5:00 pm at site of event. All vendors must be fully set up no later than 6:00pm. All vehicles must be moved after set up to an appropriate parking location. Vendors requesting an earlier setup time should submit the request in writing no later than four weeks from the event date. If the request is accepted, there is a $75 charge per booth for early setup. Breakdown can begin no earlier than 9:00pm, and must be concluded no later than 10:00pm. Vehicles remaining on site overnight will be ticketed and towed at vendor's expense.

CANCELLATION POLICY If it is necessary to cancel the Meet on the Street Festival(s), a call to cancel will be made no later than 2:00 pm the day of the event. Notice of the advanced cancellation will be posted on the Town's official website at www.vernon-ct.gov and its social media accounts. We do not pay any vendors in the event of advanced cancellation. If it begins to rain during the Street Fest, and we find it necessary to cancel in the interest of health and safety we will refund you 50% of your vendor fee for that event. No refunds will be given if a vendor cancels their participation in the Meet on the Street Festival. If vendors arrive at/or after start time (6:00 pm) vendors forfeit their booth space and will not receive a refund.

ADDITIONAL PERMITS & INSURANCE
It is the responsibility of the Vendor to secure and show proof of the additional required permits, as applicable *(North Central District Health and Vernon Police Department)* and provide the required insurance after your application for vending has been APPROVED by the event organizers. Copies of the approved forms must be provided to event organizers no later than the 30th of the month *prior* to vending date. Failure to secure permits and provide proof of insurance will result in forfeiture of monies paid to date and vendor permit.

The North Central District Health and Vernon Police Department require at least 21 days to review and grant permits.

Peddlers, Hawkers, Solicitors, Canvassers & Salesman permit must be submitted to the Vernon Police Department no later than the date indicated above. There is a charge for this permit which is paid directly to the Vernon Police Department. The Vernon Police Department can be reached at Records 860-872-9126 (option 5) or by email at policerecords@vernon-ct.gov

Temporary Food Service Application can be obtained through the North Central District Health Department located at 375 Hartford Turnpike, Vernon, CT. Phone: 860-872-1501. Those food vendors already licensed with NCDHD will need to show proof of previous annual licensing. If not licensed, complete the Temporary Food Service Application. This application must be submitted to NCDHD no later than 3 weeks prior to the event.

SALES & USE TAX PERMIT

Vendors selling products must have their Sales & Use Tax Permit at their booth.

INSURANCE

- Food Vendors – Must provide insurance
- Crafter/Artists - Applications will be reviewed and will be notified if insurance is required.

All certificates of insurance MUST name the "Town of Vernon, 14 Park Place, Vernon CT 06066" and as additionally insured and "Vernon Mill Owner/Camden Management Partners, 3924 Paces Ferry Rd, Atlanta, GA 30327".

Insurance coverage must have minimum $1,000,000.00 liability coverage.

HOW TO APPLY

Completed vendor applications and deposits can be sent to or dropped off at:

Vernon Planning Department
Attn: Meet on the Street (MOTS) Vendor Request
30 Park Place - 2nd Floor
Vernon, CT 06066

Or emailed to **VernonCulturalDistrict@gmail.com**

The follow items must be included

- 2026 Vendor Application (all portions completed)
- All fees for booth reservation. Make checks payable to "Town of Vernon" with "Streetfest" in the memo line.

I, _____representing the following business or organization: _____

Have read and understand the above guidelines regarding the procedure for application to vend as well as the guidelines of Ordinances 188 and 237.

The Vendor is entirely responsible for the space leased and has the sole responsibility of keeping said space free from any conditions dangerous to persons visiting or working the event. Vendor agrees to indemnify, defend and hold harmless the Town of Vernon, including its employees, agents, volunteers,

and others acting on their behalf, from and against any and all claims and expenses for injury, loss, or damage that may occur to Vendor, or to Vendor's employees, guests, or property from any cause whatsoever, as a result of the use of the rented space, or the actions or failure to act of any party associated with the Vendor. In no event shall the Town of Vernon be held liable for any damages arising out of or in connection with this Agreement.

Vendor recognizes that no other party holds insurance that relieves it from liability of damages as a result of use of the rented space. Vendor is solely responsible for damages to the premises and for violation of any law, code or regulation.

_____ _____

Vendor Acknowledgement Signature Date

ADDITIONAL INFORMATION ON
CREATIVE/ARTIST SPONSORSHIP OPPORTUNITIES

If you are interested in sponsoring a Creative/Artist for these events, please contact Annie Geitner at (860) 896-4296 or ageitner@vernon-ct.gov or Vernon Cultural District at VernonCulturalDistrict@gmail.com

Arts & Culture Sponsor ($300): Sponsor 2 art or cultural vendors to fully attend a summer of events (3). Logo and larger business in the event program. Recognition at vendor tables.

Arts & Culture Supporter ($150): Sponsor 1 art or cultural vendor to fully attend a summer of events (3). Logo and larger business in the event program. Recognition at vendor tables.

Questions: Annie Geitner, (860)-896-4296, ageitner@vernon-ct.gov