



HOPTOBERFEST VENDOR RULES

- ***Hoptoberfest*** TAKES PLACE ON SEPTEMBER 7, 2019 (SEPTEMBER 8th SEVERE WEATHER DATE) FROM 1:00 P.M. TO 5:00 P.M. AT THE SHELTON RIVERWALK LOCATED AT 100 CANAL STREET, SHELTON, CT.
- VENDORS WILL HAVE ACCESS TO THE EVENT AT 11:00 A.M. THE DAY OF THE EVENT TO BEGIN PREPARATION.
- VENDORS MUST OPERATE WITHIN A SPACE OF APPROXIMATELY 12'X 12' TO BE ASSIGNED BY THE DERBY-SHELTON ROTARY CLUB.
- VENDORS MUST PROVIDE ALL FOOD AND BEVERAGES OF THE VENDOR'S CHOOSING AT VENDOR'S SOLE COST AND EXPENSE.
- IT IS ESTIMATED THAT 1,500 TICKETS WILL BE SOLD FOR THE EVENT AND VENDOR SHOULD BE PREPARED TO PROVIDE AN ADEQUATE AMOUNT OF FOOD FOR THE GUESTS. VENDORS MAY CONTACT THE DERBY-SHELTON ROTARY CLUB UP TO 72 HOURS PRIOR TO THE EVENT FOR AN UPDATE ON THE NUMBER OF TICKETS SOLD SO THAT FOOD VENDOR MAY PREPARE ACCORDINGLY.
- THE FOOD MAY BE PREPARED ON-SITE OR OFF-SITE PROVIDED THE FOOD VENDOR COMPLIES WITH THE VALLEY HEALTH DISTRICT RULES AND REGULATIONS (including hand washing station).
- VENDORS MAY SERVE THE FOOD/BEER OF THEIR CHOICE, HOWEVER VENDOR MUST LABEL FOOD ITEM AND PROVIDE THE ATTENDEES WITH ANY AND ALL APPLICABLE HEALTH WARNINGS AND COMPLY WITH ALL VALLEY HEALTH DISTRICT RULES AND REGULATIONS.
- VENDORS SHOULD DISPLAY A REASONABLE SIGN WITHIN THEIR ALLOTTED AREA WITH THEIR BUSINESS NAME.
- FOOD MUST BE READY TO SERVE AT 1:00 P.M. AND BE AVAILABLE UNTIL AT LEAST 5:00 P.M. ALL VENDORS ARE RESPONSIBLE FOR CLEANING THEIR ALLOTTED AREA, HOWEVER, MAY NOT CLEANUP AND BREAKDOWN THEIR AREA UNTIL AFTER THE EVENT IS OVER AT 5:00 P.M.
- VENDORS ARE RESPONSIBLE FOR THEIR OWN EQUIPMENT, TABLES, TENTS, SIGNAGE, HEAT SOURCE, SERVING TRAYS, NAPKINS AND ANY AND ALL OTHER NECESSITIES INCLUDING STAFF TO SERVE THE FOOD DURING THE ALLOCATED TIME. THERE WILL BE NO ELECTRICITY OR RUNNING WATER.



- EACH VENDOR WILL RECEIVE TWO FREE TICKETS FOR GENERAL ADMISSION TO THE EVENT. ANY ADDITIONAL MEMBERS OF THE FOOD VENDOR'S TEAM MUST PURCHASE A TICKET FOR GENERAL ADMISSION IN ORDER TO SAMPLE THE OTHER VENDOR'S FOOD/BEVERAGES.
- VENDORS MUST BE REGISTERED FOR *Hoptoberfest* NO LATER THAN AUGUST 26TH AND MUST BE REGISTERED (WITH FEES PAID) WITH NAUGATUCK VALLEY HEALTH DEPARTMENT NO LATER THAN AUGUST 26TH. ANY VENDOR REGISTERING AFTER AUGUST 26TH WILL NOT BE INCLUDED IN ANY PROMOTIONAL MATERIALS.
- VENDOR ACKNOWLEDGES AND AGREES TO PAY THE DERBY-SHELTON ROTARY CLUB THE SUM OF \$150.00 IF VENDOR FAILS TO PROVIDE NOTICE TO THE DERBY-SHELTON ROTARY CLUB OF VENDOR'S INABILITY TO PARTICIPATE IN THE EVENT AT LEAST 72 HOURS PRIOR TO THE EVENT AS REIMBURSEMENT TO THE DERBY-SHELTON ROTARY CLUB FOR LOST OPPORTUNITY AND MARKETING EXPENSES.
- **VENDOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH ANY AND ALL VALLEY HEALTH DISTRICT RULES AND REGULATIONS AND SHALL HOLD THE DERBY-SHELTON ROTARY CLUB HARMLESS FROM ANY AND ALL DAMAGES OCCASIONED BY VENDOR'S FAILURE TO COMPLY WITH SAME.**
- **VENDORS MUST BE LICENSED AND INSURED AND PROVIDE PROOF OF SAME TO THE DERBY-SHELTON ROTARY CLUB PRIOR TO THE CONTEST.**
- NO SMOKING IS ALLOWED IN VENDOR'S AREA.



VENDOR REGISTRATION FORM

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email and
Telephone/Cell: _____
Type of food/beer
to be served:
Quantity:

I, the undersigned, acknowledge and agree that I have authority to act on behalf of the above business or entity. I, personally and on behalf of the business or entity, assume full and complete responsibility for all injuries and/or loss or damage to any person, property and personal equipment as a result of any of the actions, whether intentional or negligent, of the business or entity, myself or my employees, volunteers, staff or members, or as a result of participating in the above event and/or activities associated with this event. I further hereby completely release from liability and hold harmless the City of Shelton and the Derby-Shelton Rotary Club and all of their employees, members, staff, volunteers and any and all other personnel associated with this event from any and all damage or injury occasioned to myself, my business or entity and its employees, volunteers, staff or members or any attendee or invitee of the event caused by the actions, whether intentional or negligent, of the business or entity, myself, or my employees, volunteers, staff or members. I acknowledge and agree that I will comply with all of the Rules and Regulations as set forth above and/or further set forth by the City of Shelton, Derby-Shelton Rotary Club or its members, staff or volunteers.

Signed: _____ Date: _____

APPROVED:
DERBY- SHELTON ROTARY CLUB

BY: