



Mum Festival

mum's the word...

Vendor Informational Package

DATES:

Thursday, September 20 from 5 pm to 9 pm

- ◆ Grand Opening Ceremonies,
- ◆ Art & Jazz Gala
- ◆ Carnival Night,
- ◆ Food Truck Extravaganza! (Food Trucks only)

Friday, September 21 from 5 pm to 9 pm

- ◆ Art Gala Continues
- ◆ Main Stage Premiere Band
- ◆ Carnival,
- ◆ Fireworks
- ◆ Food Truck Extravaganza! (Food Trucks only)

Saturday, September 22 from 12 pm to 10 pm

- ◆ Full Festival Launch! *See full schedule at: BristolMumFestival.com*
- ◆ Carnival Night,
- ◆ Food Fest
- ◆ Vendor Fair: Crafts, Jewelry, Clothing, Fragrances, Candles, Homewares, and more!

Sunday, September 23 from 12 pm to 7 pm

- ◆ Full Festival Launch! *See full schedule at: BristolMumFestival.com*
- ◆ Carnival,
- ◆ Food Fest
- ◆ Vendor Fair: Crafts, Jewelry, Clothing, Fragrances, Candles, Homewares, and more!
- ◆ Mum Festival Parade— One of CT's largest and oldest parades. It will go right by our Festival!

Location: 70 Memorial Boulevard, Bristol Connecticut 06010

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Our Story:

The Mum Festival was established in 1961, and has been an epic fall festival in Bristol's history. Once known as the Mum City, Bristol was famous for this colorful flower, and through the years proud Fall festivities were put on by residents for all in the region to enjoy! The Mum Festival and Mum Parade, were refreshed and reloaded for the 2016 season. Thanks to the Bristol Exchange Club and Bristol All Heart Team, the Festival and Parade were the largest on record! Thousands of spectators visited the Mum Festival over the 4 day event!

This is where you come in! We are respectfully approaching you to be one of the many great and necessary vendors who in total will create a memorable weekend for thousands of Mum Festival goers, encouraging those thousands to experience the many layers of festival offerings, including your own over a 4-day action packed weekend. In a vending role, this great event will provide your business or organization exposure to thousands of people, in addition to tens of thousands of impressions through our advertising and event efforts leading up to the big weekend.

When:

The Mum Festival kicks off on Thursday & Friday September 20-21, from 5:00 pm to 9:00 pm with special Carnival Nights featuring Food Trucks, LIVE music entertainment and Fireworks on Friday night. Then Saturday September 22 marks the big launch of all festival activities from 12 noon to 10:00 pm, as well as on Sunday, September 23 between 12 pm and 7 pm (parade occurs 1:30 pm - 3:30 pm). Both Saturday and Sunday are open to all vendor types!

What:

In total, the 2018 Mum Fest will feature dozens of vendors from area businesses, crafters, local producers, restaurants, food trucks, community organizations, non profits, and museums, in addition to games, children's programming, adult beverages, all-day live music entertainment, picnic areas, a car show and so much more! Weather permitting, we expect between 25,000 to 35,000 people to converge on the Festival over the four day event. The Mum Parade on Sunday, goes right by the Festival grounds, with over 3,000 spectators right in the immediate Festival area. The Parade itself draws some 10,000 to 14,000 spectators, and many will make their way over to the festivities.

Where:

The event will be held in downtown Bristol at Memorial Boulevard field and the surrounding area, where parking, including handicap parking, will be available too. Parking will also be available at Associated Spring, Center Square, other municipal lots, and on-street, where available.

Mum Contest!:

We are having a contest for all vendors!! The best decorated "Mum Themed" booth/truck will receive an award. First Place, "Best Use of Mums"; Second Place, "Best Use of Mum Festival Theme"; and Third Place, "Best Over-All" (Chairman's Award). Award winners will each receive a \$50.00 gift certificates and a 2018 Mum Festival plaque. Join in the fun, and show off your booth!! Winners will be announced on our Web site and Facebook sites, and in our official award announcements.

Join In!:

We are offering you the unique chance to support this wonderful opportunity for our Bristol and Connecticut communities together, create memories, and contribute to Bristol's positive efforts to become a destination. This exciting event reinforces the City's efforts to promote downtown as a destination, and we hope that it will encourage everyone to join in and help our region rise to new heights!

We hope you can join this effort to put on this amazing festival in the heart of our state, and thank you for your time. There's just one last thing we'd like to say, "Mum's the word... It's gonna be huge!"

Sincerely,

The 2018 Mum Festival Committee

Vendor Informational Package

All applications due by July 1, 2018. Late fees will be incurred after the posted deadline.

WELCOME!

Thank you for your interest in becoming a vendor at the Mum Festival! By signing this application (Page 8), you agree to the entirety of the contents and standards outlined in this document. If you have any questions, please contact Andy Adams at mum.festival.events@gmail.com

Business/Organization Name: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **H/B Phone:** _____

Contact Name: _____ **Cell Phone:** _____

Email: _____ **Website:** _____

Please check which classifies you:

Food: Craft: Business: Community Group: Programming/Entertainment:

Food Trucks Only: *(You must participate both days)*

Thursday & Friday: (\$50.00)

Electrical during festival hours: \$50.00 **Electrical 24 hour service:** (\$100.00)

All Vendors: (Two days for the price of one!)

Saturday Only: For Profit: (\$100.) Non-Profit 501c3: (\$50.) Government: (\$50.)

Sunday Only: For Profit: (\$100.) Non-Profit 501c3: (\$50.) Government: (\$50.)

Saturday & Sunday: For Profit: (\$100.) Non-Profit 501c3: (\$50.) Government: (\$50.)

Electrical during festival hours: \$50.00 **Electrical 24 hour service:** (\$100.00)

Tent/Booth Pricing: **Actual Measurements:** Face Width: _____ ft Depth: _____ ft

For Profit: (Check One)

Non-Profit/Government: (Check One)

10'x10' = \$100.00

10'x10' = \$ 50.00

12'x12' = \$100.00

12'x12' = \$ 50.00

10'x20' = \$200.00

10'x20' = \$100.00

12'x24' = \$200.00

12'x24' = \$100.00

10'x30' = \$300.00

10'x30' = \$150.00

12'x36' = \$350.00

12'x36' = \$175.00

10'x40' = \$400.00

10'x40' = \$200.00

12'x48' = \$450.00

12'x48' = \$225.00

If you need a space larger than 48', email Andy for pricing at: mum.festival.events@gmail.com

TRUCKS/TRAILERS: Please provide ALL of the dimensions of your vehicle. Measurements must include any awnings (extended), doors (opened) platforms, hitches, and anything else that may affect the size of your space requirement. ALSO, include a photo or sketch of your vehicle, showing ALL components.

Face Width: _____ ft Depth: _____ ft

If you have requested Electrical, we must know your electrical needs. Please complete the addendum included in this application. See requirements on following pages.

Vendor Informational Package

Food Booth Itemized Sheet

We are encouraging all Food Vendors to showcase at least 2-3 menu items that you do best. It can be anything from appetizers to entrees and desserts, just be sure which ever items you select provide festival goers the best glimpse into who you are as a food establishment, organization, or culture. Portioned sizes are encouraged to spread around the appetites! Be true to yourself, and wow them with your signature flavors!

WHICH MENU ITEMS WILL YOU FEATURE AT MUM FEST?

Menu Item 1 : _____

Menu Item 2 : _____

Menu Item 3 : _____

Menu Item 4 : _____

Menu Item 5 : _____

Menu Item 6 : _____

Menu Item 7 : _____

Other Menu Item(s): _____

If you will require electricity, please complete the *Electrical Request Form* included in this package. It is critical to comply, as we must know how much electricity and hook-up types you will need to operate. We also need to know, in order to have enough power plants on hand!

Vendor Informational Package

General Vendor Requirements

All applications are due by July 1, 2018. Late fees will be incurred after the posted deadline.

DELIVERABLES (Please provide us the following for proper submission)

- ◆ **Vendor Form:** We require that you use the Online Vendor Form at <https://bristolmumfestival.com/>. However, if you prefer, you may complete Page 3 of this Vendor Information Package, plus page 4, if you're a food vendor. See Electronic/Postal Submission below.
- ◆ **Insurance:** A certificate of liability insurance naming the City of Bristol and The Bristol Exchange Club as "additional insured".
- ◆ **Health Department Requirement:** If you are a Food Vendor, you MUST complete the Bristol-Burlington Health District temporary food service permit application at www.bbhd.org. See Page 7 for details.
- ◆ **Event Fees:** Event fees are payable Online, within one week of application approval! All major credit cards are accepted online at our Square Store. Email: mum.festival.events@gmail.com and a Festival Representative will send a special Link for your Online Payment along with your invoice number.
- ◆ **Electronic Submission:** Andy Adams at mum.festival.events@gmail.com Where we would prefer a PDF, we can also accept a JPG, PNG, etc.)
- ◆ **Postal Submission:** If you have chosen to use the manual application in this Vendor Informational Package, please submit to: The Bristol Mum Festival, P.O. Box 4122, Bristol CT 06010-4122. You will receive a receipt or email response within 10 working days.

VENDING RULES

1. **Set Up:** General Vendor set up is scheduled for Saturday, September 22, 2018 from 7:00 -11:00 am. All vendors must supply their own tents, tables, electrical cords, water, hoses, lights, etc., and be set up at least 45 minutes before the official start of festival activities. Food Vendors need to be set up by 10:30 am for Health Department inspection.
2. **Patron Entrance Times:** Festival events will open at 12:00 pm sharp on Saturday, September 22, 2018 and at 12:00 pm on Sunday, September 23, 2018.
3. **Obligation to Stay:** Vendors agree to remain in their designated locations and agree to not break down until the official vending conclusion times, unless otherwise approved by the Festival Vendor Chair or General Festival Chairman. Any disruption to this agreement, subjects vendor to possible ban from future events or next day activities. This regulation will be strictly enforced.
4. **Safety:** You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment. **No Smoking allowed in any of the vending booths, trucks or Festival Grounds.**
5. **Electrical Hook-up:** The Festival Committee will be supplying electrical needs at a nominal cost. However, you are responsible for supplying all power cords at the proper gauge parameters according to use. [See Wire Guide Chart](#)
6. **Access to Location During Event:** One hour prior to the official Festival start time(s), you will not be allowed to operate a motor vehicle or other vehicle to and from your vending location until the full duration of the event has concluded. This means you must stock your supplies in advance and make suitable arrangements to operate your space. Given the large number of persons expected to attend, this rule must be strictly enforced. Please conclude your stocking and set-up well prior to the start of the events. Should an emergency arise, please contact Festival staff.

7. **Indemnification and Insurance:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of vending during any part of the Mum Festival. The Bristol Exchange Club, City of Bristol, or any associated parties, partners, sponsors, members or affiliates of the aforementioned parties or Event, are not responsible for any damages, bodily, property, or otherwise, and you agree to provide complete indemnity to the afore-mentioned parties and affiliates in any and all events, including loss of property. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the Festival, you are agreeing to indemnify and hold harmless the aforementioned parties from any damages, lawsuits, or claims arising out of any injuries or accidents. Please send a copy of your insurance certificate with your application.
8. **Exclusivity:** We will be discouraging duplications of major food items in order to preserve a fair market share for all participants in the event, so be sure to apply quickly!
9. **Space:** You will be assigned a space based upon the judgment of the Festival Committee, and no locations are guaranteed. We will certainly do our best to provide you with a suitable space!
10. **Conduct:** The Mum Festival is a family event. You should refrain from selling any products which would offend children or which would otherwise not fit the format of this type of function. You are responsible for controlling your employees/volunteers, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will be benefited. No Smoking allowed in any of the vending booths or trucks.
11. **No Solicitation:** All business must be conducted within the assigned booth space only. No distribution, canvassing, flyers, or vending of any kind maybe done by walking the festival grounds unless otherwise approved.
12. **Clean-Up:** All vending materials must be removed from the area no later than 9:00 pm on Sunday, September 23, 2018. You are responsible for removing all debris and cooking materials from the site. There will be dumpsters onsite. You are responsible for disposal of your own trash receptacles in the large dumpsters that will be provided. **DO NOT use Festival Trash Containers...**
13. **Waste Grease/Oil:** No waste grease/oil is to be dumped into dumpsters, storm drains, streams or ground. You are responsible for the appropriate containment and removal. Violators will be subject to ticketing by the police, and any fines that the City/EPA will impose on your organization/group.
14. **Security:** There will be 24 hour security service at the festival on Friday through Sunday . While such security is provided, the City of Bristol and Bristol Exchange Club shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.
15. **State Laws:** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the State of Connecticut.
16. **General Provisions:** All vending fees are nonrefundable. Your payment of entry constitutes your right to participate at the Festival. Should any entry fees not clear our account or not be paid in full, you will forfeit the right to participate at the event.
17. **Entry:** You may drop off or enter the Festival area at marked entry locations, but all traffic must end one hour prior to official opening times. You may enter by foot at any time during the event.
18. **ATM Machines:** The Festival will have at least two ATM Machines onsite. These are third party machines, and offered as a service for our vendors and customers.

Vendor Informational Package

Food Vendor Guidelines

DELIVERABLES (Please provide us...)

- ◆ A high-resolution company logo for event promotion (PDF, JPEG, PNG, EPS) to mumfestivalbristol@gmail.com.
- ◆ A certificate of liability insurance naming the City of Bristol and The Bristol Exchange Club all as “additional insured”. This certificate must accompany submission of your application.

HEALTH DEPT

- ◆ Vendors must adhere to guidelines listed in this agreement as well as the Bristol Burlington Health
- ◆ You will need the District (BBHD) Guide for Temporary Food Service Events, that you will find at BBHD.org. Click ENVIRONMENTAL HEALTH > FOOD PROTECTION > then click link titled “Temporary Food Service Events Guidelines & Application”.
- ◆ **Vendors must complete and return the Bristol-Burlington Health District (BBHD) Temporary Food Vendor application to the BBHD no later than August 1, 2018.** (for application visit: www.bbhd.org)

INSPECTIONS

- ◆ Food vendors will be inspected by a BBHD official prior to the Festival’s official start. All vendors should be set-up by 10:30 am on Saturday, September 22, 2018 and by 10:30 am on Sunday, September 23, 2018 as designated inspection times will occur in the hours leading up to the festival start time. To contact the BBHD for further guidance to ensure your setup will be OK, call (860) 584-7682.
- ◆ Vendor booths will also be inspected by the Fire Marshal’s office. Please be sure to have a copy of a certificate of fire retardation for your tent to present to inspectors.
- ◆ Thursday & Friday Food Trucks must be set up by 4:00 pm to be ready for inspection by the BBHD.

VENDORS MUST PROVIDE *(other than cooking and serving equipment)*

- ◆ Vendors must provide their own tent(s) for their space. (Tents must be fire rated. Please be sure to have your certificate of fire rating for Fire Marshal inspection on event day)
- ◆ A non-expired “Class B” fire extinguisher
- ◆ Properly calibrated thermometer
- ◆ Food safe disposable gloves
- ◆ A non combustible, heat resistant container for grease/oil disposal
- ◆ Two (2) tables for front and back of booth (preferably 6’-8’)
- ◆ Folding chairs
- ◆ All special equipment needs must be submitted with this application for consideration

BOOTH EQUIPMENT PROVIDED TO YOU

- ◆ Electrical outlets (upon request) *See page 3 of application*
- ◆ We do not provide any other event equipment. We would be happy to provide you with our local Event Equipment Rental businesses.

SETUP & BREAKDOWN

- ◆ Setup begins on Saturday September 22, 2018 from 7:00 am -11:00.
- ◆ All vendors will be assigned a space to set up their booth/tent on the event site in the dimensions specified by the vendor on page 3. If unspecified, your space will measure 12’x12’.
- ◆ All Food Vendors must be done setting up by 10:30 am for final inspections on Saturday September 22 and 10:30 am on Sunday September 23.
- ◆ Vendors can only break down their booth following official vending conclusion times unless authorized by Event Chair or their designee. Each vendor will be assigned a section, and breakdown time.

COOKING

- ◆ All foods prepared and/or cooked off premise must be at a health department approved facility
- ◆ All foods cooked on-site must be in accordance to State and local health guidelines.
- ◆ No wood/open fire cooking is authorized for this event unless otherwise approved by the BBHD and event staff.
- ◆ A fire extinguisher must be available in open view of the cooking area

HOLDING, STORAGE & SERVING

- ◆ All frozen foods must remain frozen
- ◆ All food being transported cold to the event must be held at 41F or below
- ◆ All hot foods must remain at 135F or above
- ◆ All food transportation must be in containers approved by the NSF or otherwise cleared by the BBHD.
- ◆ All food shall be stored in containers approved by the NSF or otherwise cleared by the BBHD
- ◆ All RTE foods must be kept away from consumer contact by either adequate space or a barrier i.e., a sneeze guard
- ◆ Utensils must be cleaned and sanitized or discarded at minimum every four hours

SANITATION & HYGIENE

- ◆ A sanitizer solution must be kept at all times and changed every four hours (these will be located behind your booth)
- ◆ Sanitizer towels must be left in sanitizer solution in between use
- ◆ A hand-washing station must be present with hot running water, hand soap and disposable towels
- ◆ Thermometers must be sanitized in between uses

DISPOSAL

- ◆ All hot foods held for consumption must be disposed of within (4) four hours of production
- ◆ All waste shall be disposed of in designated containers provided by the event staff. All waste containers must have lids on at all times.
- ◆ No waste grease/oil is to be dumped into dumpsters, storm drains, streams or ground. You are responsible for the appropriate containment and removal. Violators will be subject to ticketing by the police, and any fines that the City/EPA will impose on your organization/group. Any vendor that disposes of grease and/or oil improperly will also be unconditionally barred from future events.
- ◆ Vendors are required to discard any rubbish properly in designated disposal areas. There will be dumpsters onsite. You are responsible for disposal of your own trash receptacles in the large dumpsters that will be provided. **DO NOT** use Festival Trash Containers...
- ◆ Ashes must be kept in approved metal container during event and disposed of in event supplied container at the end of the event.
- ◆ Avoid accumulation of trash and residue.
- ◆ Vendors are responsible for any damage to the grounds resulting from vendor's operations during the festival. After the festival has ended the festival coordinator will check all areas.

Your Signature on this page or Electronic Submission, acknowledges that you have read, understand and agree with information and requirements set forth in this document.

Representative's Signature: _____

Date: _____