



Premier Sponsor:
Newtown Savings Bank
The Power of Local

December 3rd

Main Street
Newtown, CT

OUTDOOR HOLIDAY MARKET VENDOR APPLICATION & CONTRACT

ARTS CRAFTS FOOD

Application Deadline: November 10th or when space is filled

Questions? Contact Susan Smith - SSmith@newtownyouthandfamilyservices.org, 203-270-4335

Business Name: _____ CT Sales Tax ID: _____

Contact Name: _____ Phone: _____ Email: _____

Address: _____ Website and/or
Social Media: _____

Description of Items to be Sold: (Include price ranges)

Booth Selection:

Cost: \$75.00 per 10'x10' space

Size: Aprox. 10'x10'

of spaces ____ x \$75.00 = \$ _____

1st Choice: ____ 2nd Choice: ____

*Refer to the attached floorplans and maps and list
the booth number in the space above.*

Payment: (payment must be submitted with application)

Check: Make payable to *Newtown Youth & Family Services*

15 Berkshire Road, Sandy Hook, CT 06482 Attn: Susan Smith/Holiday Festival

Credit Card Card #: _____ Exp. Date: _____

CVV: _____ Billing Zip Code: _____ Name on card: _____

The undersigned and the company they represent agree to abide by the terms and conditions and by the rules and regulations included in this document.

Applicant Signature _____

Date _____

Sponsored by:



All Holiday Festival proceeds benefit:





38th Annual Holiday Festival

Main Street, Newtown, CT

Sunday, December 3, 2023

Questions? Contact Susan Smith, SSmith@newtownyouthandfamilyservices.org, 203-270-4335

HOLIDAY MARKET VENDOR APPLICATION & CONTRACT

ARTS CRAFTS FOOD

General Information / Rules, Terms & Conditions

GENERAL RELEASE AND ACCEPTANCE OF RULES

I have read the event rules, terms and conditions and I agree to abide by said rules. I, the applicant, release the organizer, Newtown Youth & Family Services from any and all liability for any damage, injury or loss to any person or goods which may arise from participation in the event. My signature indicates that I make this application in good faith and am ready, willing and able to participate in the event. I understand that written notification of acceptance into the event implies a contract with all duties and obligations incumbent therein. If this application is accepted, I give permission to use my name, images submitted and any photographs or videotape taken at the event of me or my items for advertising and publicity purposes.

ELIGIBILITY AND SELECTION

Incomplete and/or unsigned applications will not be processed. Exhibitors must display only their own original work, not that made by others. Exhibitors are expected to attend the event in person. Secondary representation of work will not be acceptable unless otherwise approved by NYFS. Newtown Youth & Family Services will review applications and approve exhibitors for the event. Work will be evaluated on the basis of design, craftsmanship, originality, presentation, and sales potential. Preference will be given to exhibitors with handmade, artisan work that is locally made. Preference will not be given to commercial products, buy-sell items, imported items, or items made from commercially available kits, plans, or patterns. If accepted, you will receive a confirmation through email or phone. Exhibitors misrepresenting their craft, exhibiting items not approved for exhibit, or not complying with the rules and regulations will be asked to leave the event premises and will forfeit the space fee.

PAYMENT

Payment of space fee must be made in full at the time of application. Applications will not be accepted without payment. Please pay by card or send a check to NYFS at 15 Berkshire Road Sandy Hook, CT 06482 Attn: Susan Smith/Holiday Festival. **Your payment will be processed on Wednesday, November 29, 2023 once the inclement weather decision has been made.**

CANCELLATION

Cancellations made more than thirty days prior to the Festival will allow the exhibitor to receive back the space fee less a 25% (twenty five percent) processing fee. Cancellations made thirty days or less prior to the Festival will result in the forfeiture of the exhibitor's space fee. Cancellations must be in writing. Nonappearance at the festival without written cancellation will result in the forfeiture of the exhibitor's space fee.

LIABILITY & INSURANCE

Newtown Youth & Family Services assumes no responsibility for damage, theft or loss of exhibitor work, personal property or display. Exhibitor shall indemnify, defend and save harmless Newtown Youth & Family Services from all suits, claims, injury or damage or losses of any nature.

TEMPORARY FOOD PERMIT

Exhibitors selling edible food items (i.e., candy, baked goods, oils, sauces, spices, etc.) must seek approval from the Newtown Health Department. The Health Dept. will be on site at the festival to do inspections. It is important that you have your temporary food permit visible on the day of the festival. Food vendors should complete the attached temporary food service license application, include a \$50 check payable to Newtown Health Department, and return to NYFS along with the vendor application. If needed, please contact the Newtown Health Dept. on their website or by phone at (203) 270-4291.

BOOTH SPACE

All booths are approximately 10' x 10'. 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 and chairs are not included. Booths and display units must fit within the space parameters. It is the responsibility of exhibitors to provide any and all necessary equipment.

SET-UP

Sunday, December 3, 2023 from 8:00 am - 10:30 am. The event starts at 11:00 am and ends at 4:00 pm. Tents, tables & chairs are not included. It is the responsibility of exhibitors to provide their own equipment.

BREAKDOWN

Sunday, December 3, 2023 from 4:00 pm - 6:00 pm. Breakdown cannot begin any earlier than 4:00pm. Exhibitors are responsible for cleaning up their area. At the end of breakdown, the booth space must be left free of rubbish, packing, display materials, etc.

INCLEMENT WEATHER

The Holiday Market is outdoors and will be held rain or shine. In the event of predicted extreme weather, you will be notified on Wednesday, November 29, 2023 that the Holiday Market will be canceled. In the case of cancellation, all space fees will be returned. If extreme weather is not predicted on that day, payments will then be processed.

Proudly serving the
towns of Bridgewater,
Newtown and Roxbury



3 Primrose Street
Newtown, CT 06470
P: (203)270-4291

www.newtown-ct.gov/health-district

NEWTOWN DISTRICT DEPARTMENT OF HEALTH TEMPORARY FOOD SERVICE LICENSE APPLICATION

FEE: \$50.00 per event

All vendors serving food and/or beverages to the public at temporary events are required to have a temporary food service license. Non-profit vendors that are tax exempt are not required to pay the application fee. To determine if your organization meets the criteria as a non-profit vendor please contact the Health District.

- Applications are **REQUIRED 14 DAYS PRIOR TO EVENT** to allow for adequate review
- **Please fill out the application completely and attach any necessary documents.**

NAME OF EVENT: _____

EVENT DATE(s) / TIME(s): _____ RAIN DATE: _____

LOCATION OF EVENT: _____

BUSINESS/ ORGANIZATION NAME: _____

BUSINESS / ORGANIZATION MAILING ADDRESS: _____

APPLICANT NAME: _____ PHONE: _____

EMAIL: _____

1. List all food items to be offered at the event (attach menu if available).

Food & Beverage Menu Items	Product Purchased at:

2. When will food be purchased? _____

3. Where will food be stored prior to event? _____

4. Describe how you will monitor food temperatures: _____

5. Where will food be prepared? Circle one: On- Site Kitchen Licensed Food Establishment

*Food items provided by another licensed food establishment *not* licensed by Newtown Health District, must provide a copy of their current food service license.

6. Describe how foods will be kept cold on-site and in transport (below 41 degrees F): _____

7. Describe how foods will be kept hot on-site and in transport (above 135 degrees F): _____

8. If offering hot foods, describe cooking procedures: _____

9a. Hand Washing Set Up:

9b. Hand Washing Accessories:

<input type="checkbox"/> Temporary Set up	<input type="checkbox"/> Hot / Cold Water, Soap, Papertowels
<input type="checkbox"/> Commercial Portable Hand Sink	<input type="checkbox"/> Waste Receptacle
<input type="checkbox"/> Available inside facility	<input type="checkbox"/> Other:

10. Location of employee toilets: _____

11. Sanitizer: Circle one: Chlorine (Bleach) - or- Quaternary (Test Strips must be available on-site)

Describe method of sanitizing: _____

12. How will wastewater and grease be stored and disposed of? _____

Type of Water Supply: ☐ Private Well, must submit current water analysis ☐ Public Water

**Food booth operators must keep on file a list of employees at event, tasks performed & time(s) worked.

The undersigned agrees to abide by all State and Local Ordinances in regard to the dispensing of food and beverages with the understanding that failure to comply with the before-mentioned may result in revocation or the suspension of your food license. The undersigned has received a copy of the Temporary Food Service Guide and will have all food workers read the guide prior to working at the food booth.

REQUIRED DOCUMENT CHECK LIST:

- ☐ Water Analysis- *private well water only*
- ☐ Food Service License - if not licensed with Newtown Health District
- ☐ Copy of Certified Food Manager (Qualified Food Operaor) Certificate

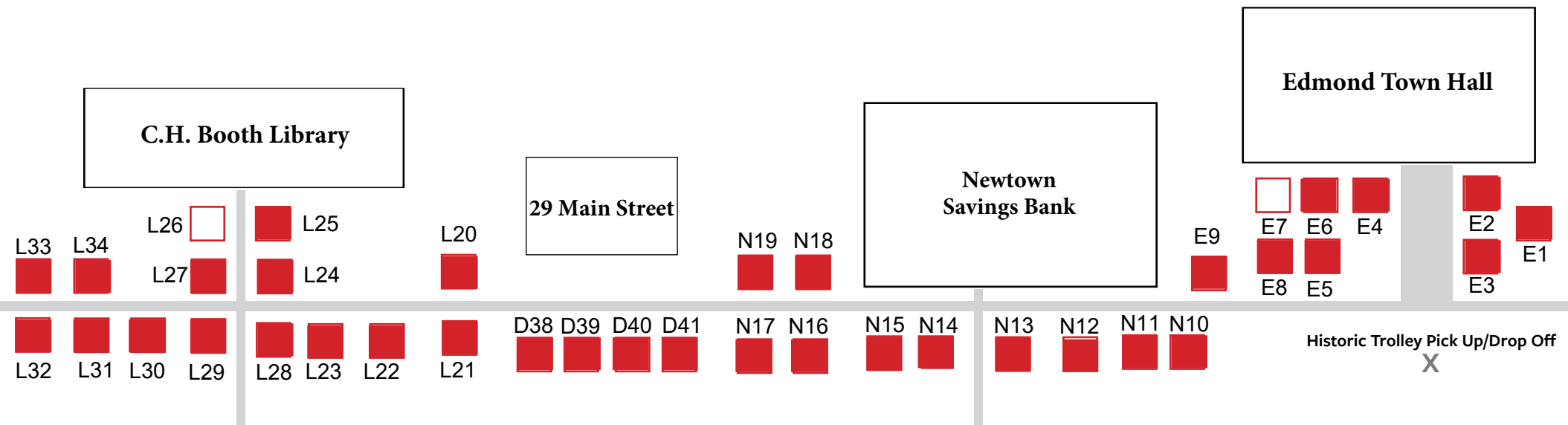
Applicant Signature: _____ Date: _____

Health District Use Only: Fee Paid: _____ Check #: _____ Cash: _____

Comments: _____

Application Approved By: _____ Date: _____

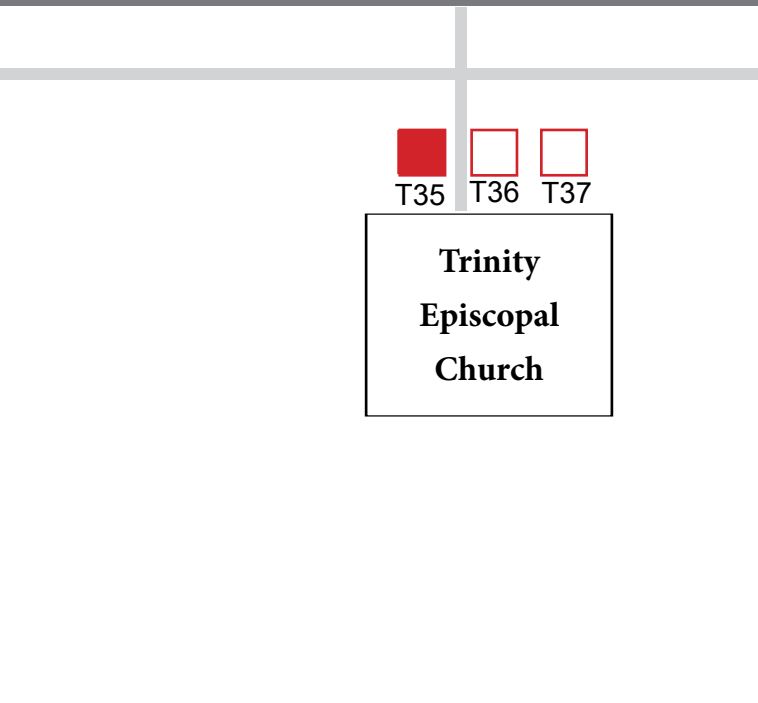
Sponsored by:



Main Street

Main Street

Historic Trolley Pick Up/Drop Off
X



Church Hill Road



DECEMBER 3rd
MAIN STREET,
NEWTOWN, CT

Outdoor Holiday Market Booth Space

Questions? Contact Susan Smith at 203-270-4335 or [SSmith@newtownyouthandfamilyservices.org](mailto:ssmith@newtownyouthandfamilyservices.org).



☐ Open Booth Space ☒ Unavailable Booth Space