



NON-FOOD VENDOR INFORMATION

WELCOME TO 2017 MYSTIC EATS, A RIVERSIDE FOOD FESTIVAL

Event Dates: September 8, 9 & 10, 2017

Hours: Friday 5:00-9:45pm, Sat. 11am to 9:45pm, Sun. 11am to 5pm

Thank you for joining us for the annual Mystic Eats Food Festival. This year's event will again be located on Cottrell Street next to the beautiful Mystic River Park.

On Friday you may begin setting up your tent area at noon. Final inspections (fire marshal and sanitation officer) begin by 3:45pm. You need to be open and ready for customers by 5pm. The music entertainment ends at 9:45pm and the event closes for the evening at 9:45pm.

On Saturday you must be open and ready for customers at 11am. The music entertainment ends at 9:45pm and the event closes for the evening at 9:45pm.

On Sunday you must be open and ready for customers at 11am. The music entertainment ends at 4:30pm and the event closes at 5pm.

Below you will find information concerning:

- Rules and Regulations for Mystic Eats
- Fire Marshals Instructions
- The map with your tent location and a schedule of the activities will be sent to you in August. Tent location is at the sole discretion of the Mystic Eats Committee.
- The Fire Marshal requires all tents to be equipped with the appropriate fire extinguisher. If you do not have one when the Fire Marshal makes the final inspection prior to the opening you will be rented one at a cost of \$50. (This amount will be deducted from your proceeds from the event). Make sure you have the appropriate type[s] of fire extinguisher.

1. Participants agree to follow and adhere to these rules and regulations. Failure to provide payment or materials outlined in this Agreement by the stated deadlines may result in expulsion from participation in Mystic Eats. Final approval for participation will be determined by the Mystic Eats Committee of the Downtown Mystic Merchants.
2. All participants must abide by Town of Stonington regulations for this event.
3. Participants must have public liability insurance naming the Downtown Mystic Merchants and the Town of Stonington as additional insureds.
4. Following is a list of all items that are required and must be submitted to Downtown Mystic Merchants, P.O. Box 456, Mystic CT 06355 asap but no later than July 15, 2017.
 - a. A copy of valid State of Connecticut sales tax identification number.
 - b. Initial participation fee of \$550
 - c. Signed contract detailing services offered and their price.
 - d. Certificate of Insurance (see section 3)

5. Participants will be identified at the event by their business name. Tent banners will be provided by the Mystic Eats Committee.
6. Participants must be ready for to serve the public at stated opening times each day of the event and must remain open until close of event each day. (Friday 5-9:45pm, Saturday 11am-9:45pm, Sunday 11am- 5 pm)
7. Participants may not trade services for beverages or food. All beverages and food must be obtained at restaurant booths / beverage tents or beer and wine shed with tickets. All alcohol must stay in designated areas.
8. Each participant will be supplied with minimum of a 15A of dedicated power a.k.a. 1800 watts.
9. The location of each tent at the event will be determined by the Mystic Eats Committee, and is non-negotiable.
10. All participants must be completely set up and ready for inspection by 3:45pm Friday. Access to Cottrell Street begins Friday at noon.
11. Balloons may be used as decorations to your tent but must not be given away or sold unless approved by Mystic Eats Committee.
12. Participants cannot use bull horns or loud speakers. Noise complaints by neighboring vendors will receive immediate action to alleviate the problem. Unless you are on one of the entertainment stages, No music may be played at your tent to avoid conflicts with the live broadcast by official radio sponsors, and any other entertainment.

Booth Fees and Receipts

1. Rental fee per booth for event is \$550 (non- refundable, due by July 15, 2017. Participants will receive 88% of the revenue from their sales within eight days of the end of the event.
2. All transactions will be made with official Mystic Eats tickets. Face value for each ticket is \$1.00. Security and safeguarding of tickets is the participants' responsibility until tickets are tendered for monies. Tickets will be collected by Downtown Mystic Merchants assigned ticket coordinator daily at the end of each day of the event. Payment will be made to vendors by the Downtown Mystic Merchants within eight (8) days after receiving tickets.
3. Prices must include sales tax and be in multitudes of one dollar (\$1). Prices will not be less than two dollars (\$2) or exceed eight dollars (\$8). No altering of prices will be allowed after approval of services by Mystic Eats Committee.
4. The Downtown Mystic Merchants will provide one 9x10 tent to each participant and one 8' table. Participants must provide their own supplies.
5. Tents must be kept clean by participants. No staples, pins, or holes of any kind may be put in tents. Each participant will be held responsible for any damage caused to their tent. Participants must cooperate with business owners located near their booth area. Do not dump liquid or anything on their property. Please leave trash in provided barrels or sanitation truck at event. Please be respectful of abutting properties and business.
6. All participants must provide their own CO2 fire extinguishers, and any other required extinguisher based on offerings. If you do not have your extinguisher at your tent when Fire Marshal inspects prior to Friday night's opening you will be issued a rental at a cost of \$50, (to be deducted from your event proceeds). Please let Mystic Eats Committee know prior to the event if you cannot bring an extinguisher to the event.
7. All participants must provide their own trash bags and trash receptacles. Common area trash receptacles are for use of patrons and Mystic Eats Committee only.

Security / Promotions /Parking

1. Security will be provided by the Mystic Eats Committee during all hours of the event and after the official hours of each day up to Sunday evening. Area supervisors will be available throughout the event.
2. Extensive promotion of Mystic Eats will be provided by the Downtown Mystic Merchants.
3. All participant workers will park their vehicles off Mystic Eats grounds. After you unload during setup, you must immediately remove your vehicle from Cottrell Street. After unloading vendors are not allowed to park on Cottrell Street or in the adjacent Park's Playground Parking Lot. No vehicle may be left on Cottrell Street overnight, including refrigerated trucks.

**MYSTIC EATS
NON-FOOD VENDOR AGREEMENT**

Event Dates: September 8, 9 & 10, 2017

Hours: Friday 5-9:45pm, Sat. 11am to 9:45pm, Sun. 11am to 5pm

Participant: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Mobile Contact #: _____

Email: _____

ITEMS AND PRICE: (up to four, please give detail)

No Duplications Allowed.

1.

2.

3.

4.

Your Vendor Fee is \$550.00 (DUE AT SIGNING OF AGREEMENT)

The Participant is a private contractor. Neither the Town of Stonington, the Downtown Mystic Merchants, its Board of Trustees, members, staff, and all committees thereof, event planners or project supporters and volunteers will be responsible for any injury, loss or damage that may occur to the Participant or the Participant's property, from any cause whatsoever, prior to, during, or subsequent to the period covering the event.

The undersigned Participant AGREES to the above and the terms and conditions in Exhibit A (see below) regarding MYSTIC EATS on behalf of the participating business. Infractions of any rules or requirements, attached hereto or otherwise provided, will be grounds for dismissal immediately and/or prohibition from future participation. By signing, the Participant and/or its representative agrees to comply with the rules and regulations, booth fees and receipts, and operations of the event as stated and part of this Agreement.

AGREED TO:

Signature Participant _____ Date _____

Participant Agrees to:

Exhibit A

Vendor Agreement

1. Participate in event organized by the Downtown Mystic Merchants Association to be held on September 8, 9 & 10, 2017 on Cottrell Street in Historic Downtown Mystic.
2. Individual tickets will be sold by DMM in one dollar denominations. No cash may be accepted by Participant. Participant will be reimbursed by DMM for Eighty-eight (88%) percent of the value of all submitted tickets in the primary color, but there is no reimbursement for tickets in the secondary color, which are tickets given by DMM to sponsors and certain neighbors on Cottrell Street.
3. Provide evidence of insurance, naming additional insured: Town of Stonington, 152 Elm St, Stonington, CT 06378 and Downtown Mystic Merchants, PO Box 456, Mystic, CT 06355.
4. Abide by all relevant government regulations as may pertain to participation, including, but not limited to, the State of Connecticut Department of Revenue Services, The Town of Stonington and the Health Department of the Town of Stonington and the Mystic Fire Department.
5. Electrical: Provided will be 15A of dedicated power a.k.a. 1800watts.

ELECTRIC SERVICES ORDERED ON SETUP DAY WILL BE CHARGED AN ADDITIONAL FEE!

You must provide a list of all of your electrical equipment below:

6. Tent size: Standard tent is 9'x10'. If you need a double (9'x20') there is an additional \$200 charge.
7. You must provide appropriate fire extinguishers in your booth. If DMM must provide you with the appropriate extinguishers, there will be a rental charge of \$50.00/extinguisher. The Fire Marshal will inspect your tent for compliance prior to Friday's opening. Make sure you have the appropriate type[s] of fire extinguisher.
8. Participant is required to fully clean its space and the immediate surroundings prior to departure. If you fail to do so, we will assess a cleaning charge that will be deducted from your sales, in which case DMM will photographically document the post-departure conditions. We hope not to impose any such assessments, but our volunteer cleanup crew encountered a couple of nasty venues last year.

Downtown Mystic Merchants agree to:

1. Obtain all the legal permits and permissions for the event.
2. Provide advertising and promotion, security, sanitation, tents one under-tent light and electrical power for the event.