



DEADLINE: Send in asap.

2022 Date: September 4, 2022

Time: 10:00am.-2:00p.m. **Location:** Doolittle Park 78 S. Elm Street Wallingford, CT 06492

Fees: \$15.00 per vendor. Food Trucks \$20.00

Payment Method: Once approved credit card online with a 3% fee, check made out to **Treasurer Town of Wallingford**, or exact cash. Please pay in advance and send payments to address listed below. (do not send payment in until you have been approved).

YOU MUST BE PRE-APPROVED BY THE CRAFT FAIR SUPERVISOR BEFORE PARTICIPATING IN THE FAIR

Application-

1. Please check the box below indicating that you have thoroughly read and agree to abide by the rules and regulations for the 2022 Craft Fair and if you don't understand you may be immediately terminated from the Fair.

I agree

I disagree and have emailed you directly with my concern(jdscags@yahoo.com).

2. Business Name:

3. Name:

4. Address:

5. Email Address:

6. Phone number:

7. Items to be sold:

8. Special requirements (ex.: extra space(increments of 10 foot spaces only), etc.)

9. Any additional questions or concerns:

10. Please return completed application to Wallingford Parks and Recreation Dept. 6 Fairfield Blvd. Wallingford, Ct. 06492 or if you are registering online to parksrec@wallingfordct.gov

I understand that this application is subject to review by the Craft Supervisor and this is not a guarantee of acceptance. I understand if I am accepted, an email will be sent officially confirming acceptance and which of your products have been approved to be sold at the fair. I understand that I need to obtain permission from the craft supervisor to sell any additional products other than those specified in this application.

I understand and agree.

Signature_____

Date_____

Wallingford Craft Fair 2022 Rules and Regulations

The purpose of the Wallingford Craft Fair is to provide quality locally handmade goods, jewelry, décor, quilts, food and more. For the benefit of both consumers and producers. The Wallingford Craft Fair benefits the community by building a “sense of community,” through local economic development and local artisans.

Craft Fair Information:

The location of the Wallingford Craft Fair is located at Doolittle Park, 78 S Elm St. On Sunday September 4, 2022 from 10am-2:00p.m.

Application Process:

Every vendor must submit an application. Vendor fees must be received by due dates stated on the application or as agreed with the Craft Fair Supervisor. Participation is solely at the discretion of the Craft Fair Supervisor.

Vendor Spaces –Vendor spaces are filled via selection from annual applications. The number of guest vendor spaces is determined by a desire to maintain a diverse assortment of product categories. All applications are reviewed by the Craft Fair Supervisor and space is determined. Vendor spaces are 10x10 unless you are a food truck. If you need an additional space, a fee for another 10x10 space will be assessed.

Licenses and Permits:

Each vendor must ensure compliance with all licensing and permitting specified by local health department, and/or the State of Connecticut. Each vendor, not the Craft Fair supervisor is responsible for following, obtaining, and maintaining the appropriate licenses or permits needed for their business. Prepared foods, baked goods and preserves are expected to source as many local ingredients as possible and make their own products. All baked goods require a CT bakery license or cottage food license. Jams, jellies and syrup must follow state of CT guidelines.

Quality at the Market – Customer expectations are for high-quality products and experiences. Vendors will have high-quality products/ingredients such as minimally processed, healthy products per FDA standards, and a high-quality presentation (clean tent, neat display, clear signage, easy access). All product prices must be clearly marked. Vendors are required to display their business name, and/or farm with a sign so patrons can identify you.

Approval and Termination - The market reserves the right to approve or deny any vendor application at its discretion. If a vendor is approved to participate but cannot operate as a member of the community in good faith, they will be asked to leave. Vendors are expected to behave in a professional and courteous manner at all times. Name calling, yelling, undermining and aggressiveness toward anyone will not be tolerated. Any vendor who challenges the authority of the Craft Fair supervisor, the Park and Rec. Superintendent or other staff member, and who behaves in a rude, violent, threatening, or intimidating manner toward any person at the market may be immediately expelled by the market

supervisor. The Craft Fair Supervisor may permanently ban an offender from the fair at their sole and unlimited discretion. Vendor concerns should be directed to the Craft Fair Sup. or the Park and Rec. Superintendent. The Craft Fair Supervisor may take any action it deems necessary to preserve the integrity of the market, including vendor suspension and/or permanent vendor termination. In any of these cases, the vendor fee is non-refundable. It is within the sole discretion of the Craft Fair Sup. and Park and Rec. Superintendent, to determine if a vendor has violated any provision of these rules and regulations or otherwise undermines the operations of the market.

Conduct at the Craft Fair - All vendors act as representatives of their own businesses and also of the Wallingford Craft Fair and the Town of Wallingford and are expected to act in a professional manner for the entire time at the market. Unprofessional and inappropriate behavior, including misuse of language, yelling, aggressive behavior towards patrons or fellow vendors and general disruption to the market will not be tolerated and may result in immediate removal and termination.

Conduct, continued – The craft fair recognizes and encourages the use of social media to create a vibrant business marketplace and sense of community. It acknowledges that all vendors and staff have the right under the First Amendment, under certain circumstances, to speak out on matters of public concern. However, the craft fair will consider it a violation of the vendor agreement when such use interferes with the good will of the work of the fair, its vendors or the Town of Wallingford; is used to harass fellow vendors, craft fair staff, or other members of the community; creates a hostile fair atmosphere; harms the goodwill and reputation of the craft fair or the Town of Wallingford; violates the law and/or craft fair rules.

Complaints and Resolution - Resolving matters pertaining to interpretation of and compliance with the market rules and regulations is within the sole authority of the Craft Fair Supervisor and the Park and Rec Superintendent. Any complaints between vendors for any matter, must be directed to the Craft Fair Supervisor. At no time shall an altercation take place if there is a disagreement.

Tents, Tables, etc. Tents are required for all vendors. All tables and displays must fit within the assigned space. Tents must be properly anchored and secured on all four corners.

Weather – The Wallingford Craft Fair is a rain or shine market. All vendors are expected to be at the market as long as it has not been canceled. Reasons for cancellation would include extreme weather conditions. Vendors will be contacted in the event of a cancellation. Certain types of products, such as apparel and soaps, may qualify for a weather exemption. If a vendor feels their products qualify for an exemption, please make note of on your application.

Vendor Fees

- There is a \$15.00 fee to participate in the fair. Food Truck rate will be \$20. Fees must be paid in advance. If not paid in advance, please have vendor fee at the beginning of the fair. Checks can be made out to: Treasurer-Town of Wallingford and mailed to- Park and Rec. attn. Craft Fair 6 Fairfield Blvd. Wallingford, CT 06492

Market Day Procedures

Setup: Begins 8:30 a.m. and must be completed by 9:50 a.m., including all signage, displays and tents.

Selling: Vendors shall start selling promptly at the 10:00 a.m. Early sales are permitted once you are setup as you are there to make sales. Advertising of selling prior to the market opening is prohibited.

Breakdown: Begins at 2:00 p.m. not before. All tents, signage, tables, and displays must remain up until the end of the market.

Motor Vehicle Safety: Motor vehicle traffic is not allowed in the field from 10:00 a.m. to 2:00 p.m. All vendors must drive slowly during entrance into and exit from the field.

Clean Up –The Craft Fair has some trash barrels around the park. Vendors are responsible for maintaining

sanitary conditions around their space including properly cleaning up at the end of the fair, including trash left behind by

customers around the field. Trash bags should be placed next to the trash barrels should they all be filled.

Parking

Vendors are allowed one vehicle at their space on the field. All others must park in the parking lot as far away as possible to allow patrons the premium parking spots.

Cancellation/No Show at the Craft Fair

Customers rely on vendors to be committed to providing products on a reliable schedule. Every full-time vendor is expected to attend the craft fair.

Modifications to Regulations - The Craft Fair Supervisor reserves the right to revise this document at any time deemed appropriate.

Help the Craft Fair Grow and get Noticed

You can email the Craft Fair Supervisor updates or specials for your products by the Friday before September 4. This will help you stand out and keep customers excited and up to date on new and additional products. Vendors are expected to share the Wallingford Craft Market Social Media on your own pages and let friends and family know that you will be at the fair.

Suggestions: Do you have a thought that may help add to or improve the fair? Do you know of another vendor that may compliment the already stellar list of vendors we have? Please share via email or in person with the Market Supervisor. You can reach the Market Supervisor by emailing Jon at:

jdescags@yahoo.com