

Norwalk Seaport Association
43rd ANNUAL OYSTER FESTIVAL at Veteran's Park in Norwalk, CT

Friday, September 10, 2021 from 6 PM – 11 PM
Saturday, September 11, 2021 from 11 AM – 11 PM
Sunday, September 12, 2021 from 11 AM – 8 PM

Application/Contract for Nonprofit Organization Space in New England Village

Please **PRINT** or **TYPE** the following. Illegible applications will be returned.

Organization _____

Primary Contact/Title _____

Address _____ City/State/Zip _____

Telephone (Day) _____ (Night) _____ (Cell) _____

Email _____ (Fax) _____

Check one:

- _____ Our Certificate of Insurance is enclosed. (Due no later than by August 7, 2021)
_____ We do not have General Liability Insurance and our check for \$115.00 is enclosed.

Check one:

- _____ Proof of our Non-profit status is enclosed.

Does Exhibitor require electricity?

ELECTRICITY AVAILABLE – 20 AMP DUPLEX OUTLET - \$95.00 EACH

- No Yes List items you will be using that requires electricity (i.e., TV, VCR):

Are you requesting to have a promotional vehicle* on the field with your booth? No Yes

If yes, indicate type and size of vehicle. _____

**Promotional Vehicles are permitted at the discretion of Management and are subject to placement with an additional fee.*

NOTE: There must be one named primary contact responsible for coordinating and supervising your organization's setup, staff and tear down.

Subject to the Terms and Conditions and subsequent provisions and upon acceptance of this application by the Norwalk Seaport Association, Inc., hereinafter referred to as **Management**, the undersigned, hereinafter referred to as **Exhibitor**, agree to lease from Management exhibition space for the duration of the 2021 Oyster Festival.

Exhibitor wishes to contract for ____ (number) exhibition space(s) from Management, and certifies that he/she is authorized to sign this application on behalf of the above named organization. Upon acceptance in writing by Management this agreement shall become a binding and enforceable contract between the parties. Violation of any of the terms of this agreement may result in: restriction, removal and/or, disqualification from future participation.

Exhibitor must provide evidence of carrying General Liability Insurance in an amount not less than \$1 million and including Workers' Compensation. Exhibitor agrees to protect and hold harmless Management and the City of Norwalk against any and all claims for loss, injury, or damage to person, persons (including Exhibitor and its employees, agents or guests) or property arising out of activities of Exhibitor, its agents, subcontractors, employees or guests, to defend the Management and the City of Norwalk against any and all such claims and to reimburse and indemnify Management and the City of Norwalk for any loss, damage, expense or payment suffered thereby. **Exhibitor is required to provide a Certificate of Insurance to Management. ("City of Norwalk" and "Norwalk Seaport Association, Inc." must be named, specifically, as additional insured on the Certificate of Insurance.)** If Exhibitor cannot provide a Certificate of Insurance as described, a fee of **\$115.00** (which includes the \$100.00 insurance fee and a \$15.00 processing fee) must accompany this application to add Exhibitor to the policy of the festival. As part of the festival policy, a separate Certificate of Insurance is not issued.

Terms and Conditions

2021 SCHEDULE

ALL EXHIBITS MUST BE COMPLETELY STAFFED AND OPERATING DURING THE FULL HOURS AND DATES OF THE FESTIVAL AS FOLLOWS:

Friday	September 10, 2021	6 PM – 11 PM
Saturday	September 11, 2021	11 AM – 11 PM
Sunday	September 12, 2021	11 AM – 8 PM

SET-UP

Exhibitor will be able to set up their booth as follows and agrees to be fully set up and staffed by the conclusion of the set up period.

Wednesday by appointment
Thursday from 5 – 7 PM
Friday 10:00 AM to 3:00 PM

EXHIBITION SPACE AND LOCATION:

Management agrees to supply Exhibitor with exhibit space of not less than ten (10) feet in frontage and ten (10) feet in depth, for which Exhibitor agrees to pay Management a rental fee of \$650.00 for one space and \$600.00 for each additional space. Although we welcome your input or preference, Management shall determine the location of each exhibit space. Management will provide the following: 10' x 10' tent space or tent(s), 2 tables, two (2) chairs, electrical hookup (**an additional fee of \$95 for electrical will be added**), available storage area and removal of trash and recyclable materials.

Exhibitor may distribute literature, perform service, and obtain future business leads, but may not solicit and/or accept donations, sell any items, raffle tickets or chance tickets. The contracted space shall be used solely by Exhibitor named herein and Exhibitor shall not share, assign or sublet any portion of said space without written approval of Management.

Exhibitor agrees to conduct all activities within the confines of the assigned booth space. **No solicitation activities are permitted in the aisles in the New England Village Tent or any other part of the Festival.** Further, Exhibitor agrees to restrict the volume level of electronic devices such as televisions, stereo or other recording amplification and personnel (no yelling) so as not to interfere with other participants. Exhibitor is reminded that the Oyster Festival is an outdoor event. All exhibits and/or displays should be produced subject to weather conditions.

FEE AND PAYMENT:

The Full \$650 booth fee (or the cost of multiple booth space) must accompany this application/contract and be received by June 19, 2021. Exhibition space is limited at Management's sole discretion. **Please make checks payable to: Norwalk Seaport Association, Inc.**

It is understood that cashing of Exhibitor's Fee check in no way implies acceptance as an Exhibitor. **If the application is rejected for any reason**, management will either return Exhibitor's check or issue a refund on Management's account. In the event of removal for cause from the event for any reason, the Exhibitor shall not be entitled to any refund. **Again, space is limited to first-come-first-serve.**

CANCELLATION/RAIN/REFUNDS:

There is no rain date and rental fees are not refundable.

ELECTRICAL CHARGES – 20 AMP DUPLEX OUTLET - \$95.00 EACH

If needed, the exhibitor may purchase electrical service for use in their space. Exhibitors may not run wires to other booths. Extension cords and surge protectors are permitted within the booth space. These regulations are enforced by the Norwalk fire Marshal office.

EQUIPMENT REMOVAL AND CLEAN UP:

All Exhibitors are responsible for the day-to-day cleanup of trash in their area as well as the area immediately around their booth. Exhibitor agrees to remove all equipment, personal possessions and refuse from their exhibit area by 5:00 PM on Monday, September 13, 2021. A cleanup fee of \$500 will be assessed if property is not removed by the aforementioned time/date. **Exhibitor is expected to use appropriate dumpsters (corrugate, trash, etc.) provided for the New England Village area.** NSA will not be responsible for loss and/or damage to any merchandise left on premises. All vehicles must be off the field by 3:00 PM on Friday unless designated by management as a display vehicle.

PARKING:

*Parking is permitted in designated areas only. Admission to the designated parking areas is by **permit only**. Exhibitor will receive a **limited number** of permits for designated areas that are transferable only within its organization for successive shifts. Carpooling or use of the Oyster Festival shuttle bus is recommended. Permits will be issued as part of the information package to be distributed to Exhibitor. Driving any motor vehicle, other than display vehicles, on the field to set up or during the festival is prohibited.*

RESTRICTIONS:

1. **Management reserves the rights to:**
 - a) Exclude or reject any applicant(s) that, at Management's sole discretion, are deemed inconsistent with the family atmosphere of the Festival, and/or unprofessional in appearance, and/or incompatible with other Exhibitors.
 - b) Restrict or remove, without a refund, exhibits that have been falsely entered or are deemed by Management unsuitable or objectionable.
 - c) Restrict or remove, without a refund, exhibits that fail to control the volume level of personnel or equipment in their booth.
2. **No animals allowed in the New England Village area unless previously approved by Management.**
3. **PLASTIC BAG ORDINANCE** – Effective as of July 8, 2019, the City of Norwalk has issued a Plastic Checkout Bag Ordinance. This prohibits the use and distribution of plastic checkout bags.

NO IMPLIED ENDORSEMENT:

Acceptance into the 2021 Norwalk Seaport Association's Oyster Festival **New England Village** area does not indicate that Management or the City of Norwalk either supports or agrees with the activities or philosophies of any participant(s).

Vendors, exhibitors, amusements, food booths, entertainers & all other participants at the Norwalk Oyster Festival are subject to and must obey all city, state and federal Covid-19 guidelines, restrictions & policies.

EXHIBITOR: _____ (Please Print)

Name: _____ (Please Print)

Title: _____

Date _____

Signature _____

MANAGEMENT ONLY: Norwalk Seaport Association, Inc.

Mike Reilly, President, Norwalk Seaport Association
Oyster Festival, Chairman

Signature: _____

Date: _____

Booth Space (10X10)	\$	<u>650.00</u>
Additional Space @ \$600 each	\$	_____
Electrical fee	\$	<u>95.00</u>
Insurance Fee	\$	<u>115.00</u>
Total Fee	\$	_____
<u>BALANCE DUE – June 19, 2021</u>		

Please return all pages of signed contract with booth fee to our new address:

Norwalk Seaport Association, Inc.
213 Liberty Square Norwalk, CT 06855

Visit us at www.seaport.org ♦ Office phone: 203 838 9444 ♦ Email: info@seaport.org