

Septemberfest 2013

Business Expo Application – 2013

Simsbury Meadows Performing Arts Center, Iron Horse Boulevard, Simsbury, CT
 Friday, September 6 – 5 pm to 10 pm Saturday, September 7 – 11 am to 10 pm Sunday, September 8 – 11 am to 5 pm

BUSINESS NAME: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TYPE OF BUSINESS: _____ PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____ ☐ CT Tax Registration #: _____

| | <u>COST:</u> | <u># OF BOOTHS</u> | <u>BOOTH COST</u> |
|---|--------------|--------------------|-------------------|
| <input type="checkbox"/> BUSINESS EXPO (10' X 10' TENT, 8' Table, 2 Chairs) | \$500 | _____ | \$ _____ |
| <input type="checkbox"/> BUSINESS EXPO (20'X 20' TENT, 2-8' Tables, 4 Chairs) Limited number | \$1500 | _____ | \$ _____ |

TOTAL DUE \$ _____

☐ PLEASE BRIEFLY DESCRIBE FREE HANDOUTS OR PRODUCTS/SERVICES TO BE SOLD: _____

➔ Please note requirements for **ELECTRICAL SERVICE**

Septemberfest provides only general interior lighting for each tent. All electrical connections must be reviewed and approved by Septemberfest Site Staff **daily**.

☐ If you require electricity for **additional lights, computers** or other items please note below:

➔ **Be specific:** _____

☐ No, I will not require additional electrical service

➔ For questions and additional information contact Thomas Vincent, Manager, Performing Arts Center

Ph: 860-462-9726 email: coachtev8@yahoo.com

➔ Payment **MUST** BE RECEIVED WITH APPLICATION - ➔ *DEADLINE for listing in event brochure: July 20, 2013*

☐ **CHECK PAYABLE TO:** **Simsbury Meadows Performing Arts Center**
Mail to: **499 Hopmeadow St., Simsbury, CT 06070**

☐ **Credit Card Payment** ☐ MasterCard ☐ Visa

Account # _____ Exp. Date _____

Name as it appears on card: _____

Billing address: _____

Your signature: _____

For Internal Use Only

| DATE REC'D: | CHECK #: | CC: | AMOUNT: | AGREEMENT | CERT OF INS. | BOOTH #: |
|-------------|----------|-----|---------|-----------|--------------|----------|
| | | | | | | |

Participant Agreement

The Septemberfest Committee of the Simsbury Meadows Performing Arts Center (Septemberfest) is in receipt of your booth application request. Before we process your request and assign you booth space you must complete, sign and return this Agreement. The term "Booth" is used to define your designated area of activity on the site of the Septemberfest.

In signing this Agreement, you (Participant) acknowledge that you have received, read and agree to comply with the *GENERAL RULES & REGULATIONS*, and *INSURANCE REQUIREMENTS FOR ALL PARTICIPANTS*. In addition, you acknowledge that the sale or distribution of ALL FOOD or BEVERAGE items is STRICTLY FORBIDDEN in the Business Expo.

CO-PARTICIPANT OF BOOTH AT SEPTEMBERFEST

No Booth may be shared with another (non-profit or for profit) company, vendor, entity or individual (Co-Participant) without specific approval from Septemberfest. The following information must be submitted in writing before August 1 for consideration by Septemberfest:

- Name of proposed Co-Participant including contact information, proposed activities and days and times Co-Participant will share your assigned Booth.
- A CERTIFICATE OF INSURANCE from Co-Participant, or from the Participant naming the Co-Participant on Participant's Insurance Policy, in the same limit coverage as required of the Participant.
- A signed INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (see below)

The decision of Septemberfest is final and Septemberfest reserves the right, at its sole discretion, to prohibit and / or limit the use, time, activity and participation of any Co-Participant on site during the event. The Co-Participant is prohibited from soliciting anywhere on the grounds of Septemberfest outside the booth without prior permission from Septemberfest. The Participant accepts full responsibility of monitoring "Co-Participant" staff and directing and enforcing the Septemberfest Rules & Regulations that apply including the staff of any approved Co-Participant.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, _____ (please print your name), certify that I am duly authorized to sign contracts on behalf of _____ (Insert Business Name) and as Participant, covenants and agrees to indemnify and to hold harmless the Simsbury Meadows Performing Arts Center, Inc., its employees, servants, agents, and volunteers, Septemberfest and the Town of Simsbury for any claim (including all defense costs and attorneys' fees) for bodily injury or property damage to third parties, employees or volunteers of the Participant and Co-Participant (if any) or any other person based on the acts or omissions of the Participant and / or Co-Participant, its employees, servants, volunteers or agents.

The Participant understands that this Agreement, together with the Application constitute a binding contract and agrees to be bound by the same. Participant agrees that violation of this Agreement can lead to expulsion of the Participant and / or Co-Participant (if any) from the event, prohibition from participation in future festivals, by Participant and Co-Participant, and/or liability for any and all damages suffered by *Septemberfest and/or the Simsbury Meadows Performing Arts Center*, including payment of costs of litigation (including reasonable attorneys fees).

Your Company Name (Participant): _____

Name of Co/Participant (if known at this time): _____

Signed at _____, _____ (town / state), this _____ day of _____, 2013

By: _____

Signature

Title

A signed copy of this document transmitted by facsimile to the Simsbury Meadows Performing Arts Center is intended to serve as original binding contract. Failure to properly execute Septemberfest documents does not remove vendor liability.

Questions? Contact Tom Vincent, Manager, Simsbury Meadow PAC

Ph: 860-462-9726 email: coachtev8@yahoo.com

Booth assignment cannot be completed without this signed Agreement!

Mail to: Simsbury Performing Arts Center, 499 Hopmeadow St, Simsbury, CT 06070

Septemberfest 2013

GENERAL RULES AND REGULATIONS

➔ Reminders

Septemberfest is an event run by and for the Simsbury Meadows Performing Arts Center, Simsbury, CT. The *Septemberfest* Committee is a committee of the Simsbury Meadows Performing Arts Center. When the term "*Septemberfest*" is used in these General Rules and Regulations, the term refers to the *Septemberfest* Committee of the Simsbury Meadows Performing Arts Center, Town of Simsbury, CT.

1. The location of each participant booth at the event will be determined solely by *Septemberfest*. *Septemberfest* will attempt to accommodate requests for specific locations. Sponsors will be given priority for available booth space and placement.
2. Any participant utilizing any property loaned by *Septemberfest* (such as tents, chairs, tables) will be held responsible for the cost of replacing any missing item or repairing any damaged item or property loaned to the participant.
3. Participants are encouraged to display their own signage and logos. No sign loaned or provided by a participant may impede traffic or cause damage to the tent or other equipment provided by *Septemberfest*.
4. In fairness to all, participants shall maintain sufficient staff to manage their booth at all times during the festival. (Friday from 5-10 pm, Saturday from 11 am - 10 pm and Sunday from 11 am - 5 pm). Booth personnel should wear neat, clean, appropriate attire. Participants who do not man their booths at all times during the festival will be ineligible for booth space the following year.
5. All booth decorations (such as, bales of hay, corn stalks, etc) must be flame-retardant prior to the beginning of the festival to comply with regulations per the Simsbury Fire Marshal. Flame-retardant must be applied each day of the festival. Compliance of regulations is the sole responsibility of the participant. Participants may be asked to remove such decorations at the discretion of the Fire Marshall if compliance cannot be verified.
6. Participants may not attach anything to the actual tent material. Signs, banners, or decorations may be attached to metal frames. Participants may not write, staple, wire, tape or apply stickers on tent tops or sides. The cost of any damage to the tent, including holes, will be charged to the participant by *Septemberfest*.
7. **No participant (including a food service vendor) may serve or sell any beverages**, including, but not limited to, alcoholic beverages, soft drinks, juices, coffee, hot chocolate, iced tea, and mineral water without specific written approval in advance of the event by *Septemberfest*.
8. Only authorized Food Service Vendors and *Septemberfest* are permitted to sell food or beverages for on-site consumption. **ALL FOOD and BEVERAGE items are STRICTLY FORBIDDEN for sale or distribution by Business Expo participants.**
9. In order to showcase as many businesses as possible and to provide for ample event space, no vendor may purchase more than two expo booths.
10. Security is provided around-the-clock during the three-day event from 5:00pm on Friday to 5:00pm on Sunday.
11. All participants must meet the requirements set out in "Insurance Requirements for All Participants", and shall execute and return to the Simsbury Meadows Performing Arts Center, the INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, a "CERTIFICATE OF INSURANCE" and "SEPTEMBERFEST 2013 PARTICIPANT AGREEMENT" before setting up their booth.
12. At *Septemberfest*, participants shall identify themselves by the same name used at their principal place of business.



See over for further rules & regulations

Septemberfest 2013
Simsbury Meadows Performing Arts Center
General Rules & Regulations
Page Two

13. The entire *Septemberfest* grounds will be cleaned at the close of the festival each day (including the final day) by *Septemberfest* volunteers. Each participant must provide a rake in its booth and shall rake out the booth at the close of the festival each day prior to the time that the general festival grounds are cleaned.
14. Appropriate noise level and behavior will be maintained at each participant's booth at the event. Appropriate" is what is in keeping with the spirit of Simsbury Meadows Performing Arts Center *Septemberfest* as a family event. Noise complaints voiced by a neighboring participant will be dealt with immediately and seriously.
15. Smoking and drinking of alcoholic beverages are both **STRICTLY FORBIDDEN** inside the booth of any participant. The Simsbury Meadows Performing Arts Center and Septemberfest Committee would like to promote Septemberfest as a smoke free event.
16. Any promotional items proposed to be sold or given away at the event should be noted on the Booth Reservation form. **ALL FOOD and BEVERAGE items are STRICTLY FORBIDDEN for sale or distribution by Business Expo participants.**
17. *Septemberfest* will provide ample covered trash barrels and recycling containers throughout the event site. *Septemberfest* will also identify a location for the disposal of cardboard to be recycled.
18. All participant personnel are encouraged to park in the lot designated by *Septemberfest* for participants.
19. Participants who "decline" their booth space after July 15th will forfeit any monies paid unless booth space can be sold to another vendor.
20. *Septemberfest* area supervisors will be available throughout all hours of *Septemberfest* to help participants with questions or problems. The on site Simsbury Meadows Performing Arts Center Volunteer Booth will be manned at all times by Septemberfest personnel.
21. Co-promotions planned with local media must be noted on the application form and approved by *Septemberfest* prior to the event.
22. All propane and helium tanks must be secured per Simsbury Fire Marshall regulations.
23. Participants who are considering sharing Booth space with another (non-profit or for profit) company, vendor, entity or individual (Co-Participant) must apply for approval from Septemberfest. The following information must be submitted in writing before August 1 for consideration by Septemberfest:
- Name of proposed Co-Participant including contact information, proposed activities and days and times they will share your assigned Booth.
 - A CERTIFICATE OF INSURANCE from Co-Participant, or from the Participant, naming the Co-Participant on Participant's Insurance Policy, in the same limit coverage as required of the Participant
 - A signed INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
- The decision of Septemberfest is final and Septemberfest reserves the right, at its sole discretion, to prohibit and / or limit the use, time, activity and participation of any Co-Participant on site during the event. The Participant accepts full responsibility of monitoring "Co-Participant" staff and directing and enforcing the Septemberfest Rules & Regulations that apply, including the staff of any approved Co-Participant.
24. Participants or co-participants are not allowed to wander the event site for any promotional activity unless given prior permission by *Septemberfest*.