

# SeptemberFEAST 2021

## Business Expo Application - 2021

Simsbury Meadows Performing Arts Center, 22 Iron Horse Boulevard, Simsbury, CT  
 Business Expo featured throughout Day 2 of festival: Saturday, September 11 - 10am to 10pm

BUSINESS NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TYPE OF BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  CT Tax Registration #: \_\_\_\_\_

	FEE:	# OF ITEMS	TOTAL COST
<input type="checkbox"/> <b>BUSINESS EXPO</b> (10' X 10' space <b>**tent and tables not included**</b> )	\$200	_____	\$ _____
<input type="checkbox"/> <b>OPTIONAL - 10x10 Tent w/ table and 2 chairs</b>	\$165	_____	\$ _____

→ **Please note requirements for ELECTRICAL SERVICE**  
 All electrical connections must be reviewed and approved by *SeptemberFEAST* Site Staff **daily**.

If you require electricity for **lights (battery powered lights recommended for evening hours)**, **computers**, or other items please note below:

**Be specific:** \_\_\_\_\_

**OPTIONAL – 20 amp electrical outlet** \$50 \_\_\_\_\_ \$ \_\_\_\_\_

No, I will not require electrical service

**TOTAL DUE** \$ \_\_\_\_\_

**PLEASE BRIEFLY PRODUCTS/SERVICES TO BE DISPLAYED / PROMOTED :**

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For questions and additional information email: [operations@simsburymeadowsmusic.com](mailto:operations@simsburymeadowsmusic.com)

**Payment MUST BE RECEIVED WITH APPLICATION → DEADLINE for listing in event brochure: *August 6, 2021***

**CHECK PAYABLE TO:** *Simsbury Performing Arts Center, Inc.*  
**Mail to:** *PO Box 245, Simsbury, CT 06070*

For Internal Use Only

REC'D:	CHECK #:	AMOUNT:	AGREEMENT	CERT OF INS.	BOOTH #:

Mail completed application to: Simsbury Meadows Performing Arts Center, PO Box 245, Simsbury, CT 06070

**Or, scan and email to: [operations@simsburymeadowsmusic.com](mailto:operations@simsburymeadowsmusic.com)**

### **Participant Agreement**

Before we process your request and assign you space to set up your booth you must complete, sign and return this Agreement. The term "space" is used to define your designated area of activity on the site of the SeptemberFEAST.

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 SEPTEMBERFEAST**

No Booth may be shared with another (non-profit or for profit) company, vendor, entity or individual (Co-Participant) without specific approval from SeptemberFEAST. The following information must be submitted in writing before August 6th for consideration by SeptemberFEAST:

- 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 SeptemberFEAST is final and SeptemberFEAST 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 SeptemberFEAST outside the booth space without prior permission from SeptemberFEAST. The Participant accepts full responsibility of monitoring "Co-Participant" staff and directing and enforcing the SeptemberFEAST 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 Simsbury Performing Arts Center, Inc., its employees, servants, agents, and volunteers, SeptemberFEAST 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 SeptemberFEAST and/or Simsbury Performing Arts Center, Inc., including payment of costs of litigation (including reasonable attorney's fees).

**Your Company Name (Participant):** \_\_\_\_\_

**Name of Co/Participant (if known at this time):** \_\_\_\_\_

**Signed at** \_\_\_\_\_, \_\_\_\_\_ (town / state), this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**By:** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## GENERAL RULES AND REGULATIONS

- **Reminders**

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

1. The location of each participant booth space at the event will be determined solely by SeptemberFEAST. SeptemberFEAST 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 provided by SeptemberFEAST (such as tents, chairs, tables) will be held responsible for the cost of replacing any missing item or repairing any damaged item or property provided to the participant.
3. Participants are encouraged to display their own signage and logos. No sign provided by a participant may impede traffic or cause damage to the tent or other equipment provided by SeptemberFEAST.
4. In fairness to all, participants shall maintain sufficient staff to manage their booth at all times during the festival. (Saturday from 10 am - 10 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. If equipment is provided by SeptemberFEAST, 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 SeptemberFEAST.
7. **No participant 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 SeptemberFEAST.
8. Only authorized Food Service Vendors and SeptemberFEAST 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 booth spaces.
10. Vendors leaving materials unattended at any point throughout the festival, do so at his/her own risk.
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 "SEPTEMBERFEAST 2021 PARTICIPANT AGREEMENT" before setting up their booth.
12. At SeptemberFEAST, participants shall identify themselves by the same name used at their principal place of business.
13. The entire SeptemberFEAST grounds will be cleaned at the close of the festival each day. 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's SeptemberFEAST as a family event. Noise complaints voiced by a neighboring participant will be dealt with immediately and seriously.

## SeptemberFEAST 2021

15. Smoking and drinking of alcoholic beverages are both STRICTLY FORBIDDEN inside the booth of any participant. The Simsbury Meadows Performing Arts Center and SeptemberFEAST Committee maintain SeptemberFEAST 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 space reservation form. **ALL FOOD and BEVERAGE items are STRICTLY FORBIDDEN for sale or distribution by Business Expo participants.**
17. SeptemberFEAST will provide ample covered trash barrels and recycling containers throughout the event site. SeptemberFEAST 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 SeptemberFEAST for participants.
19. Participants who “decline” their booth space after August 6th will forfeit any monies paid unless booth space can be sold to another vendor.
20. SeptemberFEAST area supervisors will be available throughout all hours of SeptemberFEAST to help participants with questions or problems.
21. Co-promotions planned with local media must be noted on the application form and approved by SeptemberFEAST prior to the event.
22. All propane and helium tanks must be secured per Simsbury Fire Marshal regulations.
23. **INSURANCE REQUIREMENTS:** All Participants are required to provide a Certificate of Insurance naming the following as additionally insured for the duration of SeptemberFEAST:
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| Simsbury Performing Arts Center, Inc.<br>22 Iron Horse Blvd.<br>Simsbury, CT 06070 | Town of Simsbury<br>933 Hopmeadow Street<br>Simsbury, CT 06070 |
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24. 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 SeptemberFEAST. The following information must be submitted in writing before August 6th for consideration by SeptemberFEAST
- Name of proposed Co-Participant including contact information, proposed activities and days and times they will share your assigned booth space.
  - 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 SeptemberFEAST is final and SeptemberFEAST 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 SeptemberFEAST Rules & Regulations that apply, including the staff of any approved Co-Participant.

25. Participants or co-participants are not allowed to wander the event site for any promotional activity unless given prior permission by SeptemberFEAST.