

Derby Day 2018
Saturday, June 23
10AM – 5PM

The time is coming for our Derby Day Celebration which continues annually to bring thousands of patrons to the streets of Derby with live music and entertainment. There will also be amazing food, talented crafters, fun games and vendors for everyone to enjoy. The festival will be taking place on Elizabeth Street and the Derby Green. Derby Day is going to be a fun filled, entertaining, family event and we would like to invite you to join us in the festivities. We are asking Mother Nature for a beautiful, sunny day, as the festival is rain or shine. There is no admission to attend the event for the public, so we hope to see everyone there.

Set up

Set up will be from 6AM -9AM Vehicles must be removed immediately after setup. We ask that all food or specialty vendors with excessive setup arrive by 7am

Spaces will be measured 10 X 12 feet

Vendors are responsible for all tables, cords, tape, chairs, tents, and display materials. (We will not be providing anything listed)

The majority of spaces will be lining the street (please plan accordingly)

The Derby Green will be left for the children's activities and vendors.

If you have special requests involving spaces please put it on the application and we will try our best to accommodate.

Due to the crowds of people, we ask that you do not arrive any later than 9AM. If you do arrive any later than 9AM it will be at the discretion of the Cultural Commission whether or not you will be allowed to set up.

We also have to insist that there will be no packing up before 5PM. If you do pack up before 5PM you will not be invited back.

Background checks may apply.

We also ask that you leave your station in the same condition it was in upon your arrival.

Fees

Electricity **\$10.00** (75 foot ext cord and mat to cover it needed)

Vendors spaces = **\$60.00** Food spaces = **\$100.00** Non-profit = **\$30.00**

All vendors will be asked to submit along with your application, a copy of your Connecticut sales tax permit (860-566-8178), food vendors also need to include a certificate of insurance, any health related permits (203-881-3255), any Nonprofit paperwork, and a copy of your state identification.

Publicity

Advertising will be taking place; it will include but will not be limited to magazines, newspapers, Comcast, radio, banners, signs, flyers and the Derby Cultural Commissions Facebook page @ <https://www.facebook.com/MYDERBY>. If you have anything such as pictures or coupons please submit them with your application and we will try our best to include them in any advertising. There is a check list at the end of the application for you to use, be sure you have included all paperwork needed.

Derby Day Application

Saturday June 23, 2018

With this application we need payment and all the paperwork listed below.

Please attach a copy of all licensing and certificates that may apply, as well as a photocopy of your CT identification or drivers license. Background checks may apply as well. Returned checks will be penalized with a \$35 bank fee. Food and specialty products will be limited to one vendor. There is no amplified sound permitted unless approved by the commission prior to the event.

All information needed to process application

DRS 860-566-8178

Department of Health 203-881-3255

Fees

all payments are nonrefundable

Electricity \$10.00 (you must bring a 75ft ext cord and mat)

Vendors spaces \$60.00

Food spaces \$100.00

Nonprofit- \$30.00

Derby Police reserve the right to run a background checks

Name _____ Birthdate ___/___/___

ID or license # _____

Business Name _____

Home Street address _____

City _____ State _____ Zip code _____

Home Phone _____ Cell Phone _____

Email _____

Connecticut Sales Tax # _____ non profit # _____

CATEGORIES: Please check appropriate one: Craft _____ Food _____

Jewelry _____ other _____

We are asking everyone to state everything you will be selling or vending

Description: _____

I am sending this application in for _____ number of 10x12 spaces @ the cost of \$ _____ each. Electricity required (circle one) yes no

Total submitted \$ _____ Check or Money order # _____

****If you have any special requests regarding your assigned station for that day please tell us now so we can do our best to accommodate you, if it is not included on the application it will be almost impossible to accommodate you****

Mail your application, payment and all other information to

Derby Cultural Commission

1 Elizabeth St.

Derby, CT 06418

If you have any questions or concerns please feel free to contact

Laura Brezina @ 203-305-4569, email us at DerbyCTevents@yahoo.com, or find us on

Facebook @ <https://www.facebook.com/MYDERBY>

I _____ have agreed to rent the stated above as a part of the Derby Day 2018 for the sum of \$ _____, and in consideration thereof, agrees to indemnify & hold harmless the city of Derby Inc., Derby Chamber of Commerce and any other unnamed sponsors from all accidents, damages, claims, liabilities, or judgments arising from the undersigned activities engaged during Derby Day events. These are to include but not limited to attorneys fees incurred in the defense of an action against the Derby Days Committee, medical expenses or other causes against the city of Derby, Derby Cultural Commission, or any other unnamed sponsors.

Print _____ Date ____/____/____

signature _____

Check list for you

(All documents and information must be included for application to be processed)

Picture Identification _____

Sales Identification information _____

Food Service Permits _____

Nonprofit information _____

Payment _____

Check list For office use only

Received on _____ check # _____

amount _____

Picture Identification _____

Sales Identification information _____

Food Service Permit _____

Nonprofit information _____

Payment _____