

HOLIDAY MARKET

HIGH HOPES

NOV
15
12-4 PM
(860) 434-1974
highhopestr.org

RULES AND REGULATIONS

1. All vendors are required to complete and submit the High Hopes Holiday Market application form and provide the following. Please note that applications that are not completed with all required paperwork by **Friday, October 9, 2015** will not be considered.
 - a) **Signed Hold Harmless Agreement**
 - b) **Signed Rules and Regulations Agreement**
 - c) **Certificate of Insurance with High Hopes named as Certificate Holder (Food Vendors Only)**
 - d) **Completed Old Lyme Temporary Food Service Event Application (Food Vendors Only)**
2. Vendor agrees to donate 15% of all sales made during the event to High Hopes Therapeutic Riding. Vendors choosing to become a vendor sponsor pay a one-time \$250 donation to High Hopes Therapeutic Riding and are guaranteed a highly visible vendor booth. Please include payment with your application.
3. All registration forms must be received by **Friday, October 9, 2015**.
4. Please note that space is limited and all vendors will not be accommodated due to this. Applicants will be notified no later than **Friday, October 16, 2015** of their status.
5. All vendors (excluding food trucks) will be provided a 10' x 10' numbered space in our indoor arena. Numbers will be assigned and emailed one week before the event.
6. All vendors must bring their own tables, chairs, volunteer help, etc.
7. Due to fire code, covered tents are **NOT** allowed inside the arena (wire framing is ok).
8. Banners are permitted provided they do not block surrounding vendors.
9. Market will be held rain or shine from **12 pm - 4 pm November 15, 2015**.
10. The Marketplace will open for set-up at **9 am** on the day of the event and vendors must have their area set-up before the Market opens at **12 pm**.
11. Vendor space must be thoroughly cleaned and vacated within one hour after the close of the event (5:00 pm).
12. Electrical access must be requested on the application and will be granted on a first come first serve basis. Only industrial extension cords may be used and must be safely operated according to fire code requirements. Please ensure cords are not in high traffic areas.
13. Vendor is responsible for bringing their own electrical cords and power strips.
14. **Vendors must give 48hr. notice for cancellations – failure to notify High Hopes will result in a \$250 fee.**
15. High Hopes has authority to exercise sole discretion and terminate a vendor for violation of any of the above Rules and Regulations.

Guidelines for Selling at the Market

1. Vendors selling unprocessed, processed and/or prepared foods shall do so in compliance with the requirements of the Health Department, and Department of Agriculture and Markets. Products must be free of disease and insects or defects; products are to meet standards of quality, freshness, size, and grade.
2. Vendors must bring their own supplies for display and sale of products and must not be constructed in a manner that poses a hazard to the public or restricts easy access.
3. Vendors are required to keep their space neat and clear of obstacles, litter, and debris and shall not block sight of surrounding vendors.
4. No form of discrimination is permitted at the market.
5. No unauthorized solicitation is permitted at the market.
6. Vendors must remain at the market for the entire market day until the closing time.

**PLEASE DETACH PORTION BELOW AND RETURN WITH YOUR APPLICATION MATERIALS.
PLEASE KEEP THE ABOVE RULES AND REGULATIONS FOR REFERENCE.**

I HAVE READ AND AGREED TO THE ABOVE RULES AND REGULATIONS

Signature

Date

Printed Name & Business

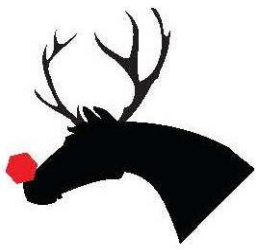
HOLD HARMLESS AGREEMENT

In consideration for participation in the High Hopes Holiday Market, all parties agree to indemnify and hold harmless High Hopes Therapeutic Riding, Inc. from and against any and all liability, damage, expense, cause of actions, suits, claims, penalties and/or judgments arising from injury or injuries to any person(s) and/or property as a result of consuming any food or drink acquired from vendor, use of items purchased from vendors or from any action or inaction on part of a vendor. All parties also agree to hold High Hopes Therapeutic Riding, Inc. harmless from any damage caused to their inventory, display materials, etc. while participating in the above event.

Signature

Date

Printed Name & Business



High Hopes Holiday Market

REGISTRATION FORM

I, _____ (vendor), hereby apply to participate in the High Hopes Holiday Market. I agree that prior to offering my products for sale I am or, I will, become familiar with High Hopes' Rules and Regulations, and agree to comply with the provisions of said Rules and Regulations. I also agree to donate 15% of sales (unless you are a Vendor Sponsor) made during the event to High Hopes Therapeutic Riding, Inc.

Business Name/ Contact: _____

Owner: _____

Address: _____

Phone Number: _____

Email Address: _____

Website or Facebook Link: _____

Products to be sold at the Market:

Food Trucks Only - Truck/ Work Space Dimensions: _____

Please check/ answer the following:

- Enclosed is my signed Rules and Regulations Agreement
- Enclosed is my Hold Harmless Agreement
- Enclosed is my Certificate of Insurance (Food Vendors Only)
- Enclosed is my Town of Old Lyme Application for Temporary Food Service Event (Food Vendors Only)
- I'd like to become a Vendor Sponsor; enclosed is my payment for \$250

Y / N Do you require electrical access?

Signature

Date

**Please return the application to Trudy Burgess at tburgess@highhopestr.org or High Hopes Therapeutic Riding, Inc.
36 Town Woods Road
Old Lyme, CT 06371**