

Celebrating Wallingford **2023**

Saturday ~ October 7th ~ 11 am to 6 pm

Sunday ~ October 8th ~ 11 am to 5 pm

Restaurant Vendor Information & Application

***A Production of
Wallingford Center Inc,
128 Center Street
Wallingford CT 06492***



CRITERIA FOR PARTICIPATION:

RULES AND REGULATIONS: *Participants must agree to adhere to the rules and regulations of the “**Celebrate Wallingford**” as contained herein, as well as all laws, ordinances, codes, and orders enforced by various Town of Wallingford and State of Connecticut agencies such as Health, Sanitation, Electrical, Fire & Police. These rules and regulations may be modified from time to time based on the requirements and orders of the overseeing agencies.*

*Participants must be a **Wallingford** business or restaurant or a non-profit organization operating in **Wallingford**. The Wallingford Health Department will issue a Temporary Food Service Permit, which will be required to participate.*

INSURANCE: *Participants will be required to have a public liability policy with minimum liability limits of not less than \$300,000.00 for personal injury to anyone, \$300,000.00 for personal injury as a consequence of any occurrence, and \$300,00.00 for property damage.*

A certificate of insurance is required of all participants.

A CERTIFICATE OF INSURANCE MUST ACCOMPANY THE APPLICATION AT THE TIME OF SUBMISSION

TOWN COMPLIANCE: *Participants must comply with the Town of Wallingford Health, Electric, and Fire codes, regulations, and ordinances.*

Temporary Food Service Permit applications must be completed correctly and accompany the application – You will receive your acceptance after the Health Department has reviewed your permit application. The Wallingford Health Department and Office of the Fire Marshal will inspect the grounds before opening on Saturday, October 2nd, and reserve the right to restrict any

organization from participating in the event if violations are found and cannot be remedied immediately.

IDENTITY: Participants will be identified in the food area by the name used at their principal place of business.

FOOD ITEMS: Restaurants may sell only **approved** food items, as listed on the application. No other things, such as tee shirts, cups, aprons, etc., may be sold during the event. WCI will review items to avoid duplication where possible.

BEVERAGES: If you would like to serve or sell drinks in the Food Area, do not hesitate to contact WCI. WCI will attempt to have only one vendor serving beverages, but we cannot guarantee it.

SUPPLIES: Vendors must supply all equipment required to operate their food booth and are responsible for their storage facilities, supplies, and eating utensils. The equipment to be used must be listed on the application.

TENT CLEANING: Booth tents must be cleaned of all soot and grease by the end of the event. **Any tent damage will be the participant's responsibility, not Wallingford Center Inc.**

GAS: Anyone requiring gas for food preparation must make arrangements with **Gas Works** well before the event. Call the **Fire Marshal's Office** with any questions regarding regulations.

Use of gas tanks not conforming to the Fire Marshal's office regulations will not be permitted. This is not negotiable. Please understand that there will be an inspection and that no participant will be allowed to open if they cannot pass this inspection – it is an essential matter of safety.

Note** At the Center Street location, arrangements can be made **at the time of application** to use residential-style gas grills with permission of WCI. Gas grills must be located at least 10 feet from tents and buildings, and charcoal grills are **prohibited**.

**** No gas-fired grills – even if remotely piped by Gas Works –**

are allowed *INSIDE* the tent, but if Gas Works supply gas, they can be set up immediately *ADJACENT* to the tent.

ELECTRICITY: No appliance or usage of more than 16 amps will be allowed unless specific arrangements are made before the event. **All electric power supply needs must be made in advance. No connections for additional power will be made on the day of the event.** Anyone using power other than electrical will abide by town regulations, including hamster wheels and perpetual motion devices.

GREASE: Restaurants cooking with grease or oil are responsible for its storage and removal. **All rented equipment must have a manufacturer's certificate that the equipment has been cleaned and maintained. Public Works is NOT responsible for the removal of grease.**

TRASH: Vendors are responsible for directly disposing of their trash in one of the bins on the site. Public Works will take care of those containers and the recycling containers.

SECURITY: Continuous security will be provided from 7 am Saturday, October 7th, through 6 pm Sunday, October 8th. Wallingford Police personnel will provide the primary security during event hours.

ADVERTISING: Wallingford Center Inc will provide extensive promotion of Celebrate Wallingford and its participating restaurants.

BOOTH LOCATION: The location of each booth is at the discretion of WCI. Every effort will be made to accommodate specific site requests (according to power requirements).

Set-up: All restaurants must be at their booth- set up and ready for inspection at **9:00 am on Saturday – October 7th**. The Health Department and the Fire Marshal's office will send inspectors to go through each booth to ensure vendors meet all regulations. If you are not at your location when they arrive or have any violations, you may not be permitted to participate in the event and will lose your entry fee.

Celebrate Wallingford
North Main St, South Main St. & portions of
Center St.

A Production of Wallingford Center, Inc.

October 7th ~11 am to 6 pm

October 8th ~ 11 am to 5 pm

Restaurant Vendor Application

IMPORTANT: To reserve a booth, this application and the appropriate booth **fee** must be received by **August 1, 2023**. Applications are accepted on a first-come, first-served basis – **Certificate of Insurance and Wallingford Health Department Application Forms** must accompany this application. Make checks payable to **Wallingford Center, Inc., 128 Center Street, Wallingford, CT 06492**

(*Note: there will be a \$35.00 fee for any returned checks.)

CERTIFICATE OF INSURANCE, HEALTH DEPARTMENT APPLICATION FORM, AND EVENT FEE MUST ACCOMPANY THE APPLICATION ~ NO EXCEPTION!

VENDOR NAME: _____

ADDRESS: _____

OWNER'S NAME: _____

VENDOR PHONE#: _____

FAX#: _____

E-MAIL: _____

EVENT CONTACT PERSON: _____

CONTACT PERSON CELL PHONE #: _____

ENTRY FEE: \$525

AMOUNT ENCLOSED: \$_____

Wallingford Center Inc. reserves the right to reject any application.

Signature of Vendor & Title

Date

**Return to: Wallingford Center Inc., 128 Center Street ~
Wallingford, CT 06492**

If you have any questions, please call: 203-284-1807

Or e-mail: wci@wallingfordcenterinc.com

October 7 - 8, 2023

For further info: 203-284-1807

RESTAURANT VENDOR

***Important: This information must be returned with the application.**

GAS ~ ELECTRIC

All vendor booths will have at least one plug with a maximum power limitation of 20 amps (120 voltage). Different voltage and amperage are available. Be sure to properly list your electrical requirements to ensure that your equipment will work correctly and that your booth passes inspection by the Health Department and Fire Marshal. No overload will be permitted. Please list all appliances to be used in your booth. Vendors are responsible for obtaining listed items.

ELECTRIC

<u>Description</u>	<u>Amps</u>	<u>Watts</u>	<u>BTU'S</u>	<u># of Units</u>
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<u>Fryer</u>	_____	_____	_____	_____
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<u>Steam Lamp</u>	_____	_____	_____	_____
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<u>Heat Lamp</u>	_____	_____	_____	_____
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<u>Cooler</u>	_____	_____	_____	_____
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<u>Freezer</u>	_____	_____	_____	_____
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<u>Other</u>	_____	_____	_____	_____
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<u>Other</u>	_____	_____	_____	_____
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GAS

Gas Oven

GAS WORKS _____

RESIDENTIAL GRILL _____

Gas Deep Fryer _____

**Gas Steam
Table** _____

Gas Grill _____

Other _____

Other _____

OTHER EQUIPMENT NOT LISTED ABOVE

**TOTAL # OF PIECES OF EQUIPMENT TO BE USED FOR THE
EVENT:**

MENU ITEMS

Indicate your complete menu below (beverages included). The vendor agrees to sell only approved items. Prices of the offered items may not exceed the charge at your place of business.

Description of Item	Serving Size	Price

Restaurant Name: _____

Contact Name: _____ **Phone #** _____

E-mail: _____

**Thank you for your interest and participation in making
Celebrate Wallingford 2023 as a success.**