34th Annual Newington Extravaganza
Mill Pond Park, Newington, CT
Saturday, July 18, 2015
(Rain Date: Sunday, July 19, 2015)

Corporate Row Vendor Information, Rules and Requirements

Local businesses and corporations are invited to join us at the 34th Annual Newington Extravaganza, scheduled to be held on Saturday, July 18, 2015 at Mill Pond Park in Newington. The Newington Extravaganza is a large town event which features food vendors, arts and crafts, musicians, entertainment, games, carnival rides and many other family-oriented activities. We encourage you to use this event as a marketing opportunity to advertise, promote and market your business or services. Please read the following information carefully:

Show Hours: Show Hours will be 10:00 a.m. – 4:00 p.m. Set-up will take place from 8:00 – 10:00 a.m. and clean-up will take place from 4:00 – 5:00 p.m. (See below for more details regarding set-up and clean-up.)

Qualifications: Corporate Row vendors are accepted on a first-come, first-served basis. All applications are subject to approval and the Parks and Recreation Department reserves the right to accept or deny applications. Corporate Row vendors are encouraged to have displays, signs, informational flyers/handouts and marketing materials to promote their business. Corporate Row vendors are not permitted to host activities or demonstrations, fundraise, sell or give away any merchandise, food, beverages or any other items without prior approval from the Parks and Recreation Department. Sale, giveaways, or samples of items that conflict with the sales of our food and beverage vendors (i.e. bottled water, cotton candy, or any ready-to-eat food or snacks) will not be permitted. Sale, exhibition or giveaways of items or activities not listed and described completely on the application form will not be allowed. Booths will be monitored throughout the day to ensure compliance.

Application Requirements: To be considered for participation, the following items are required:

- Completed Application Form with Connecticut Tax ID number;
- Payment in Full.

Spaces: Spaces are marked on a grassy field with no shade or electricity. Spaces are in rows, adjacent to each other with no walkways between booths. Vendors are responsible to provide their own tables, chairs, and canopy tents and are responsible for securing tents and all property from wind or inclement weather. Any display or tables/chairs must be within the space perimeters and may not extend into the walkways or another adjacent space. Single spaces are 10 feet by 10 feet. Double spaces are 10 feet by 20 feet. Corner/end spaces may be reserved for an additional fee. All spaces are assigned on a first-come, first-served basis at the discretion of the Parks and Recreation Department. If you would like to request a certain space, please note that on your completed application and submit your application early!

Space Fees: Space fees are non-refundable, unless the Parks and Recreation Department denies your application. Full payment must accompany the completed application form. Checks may not be postdated. We also accept payment by Visa, Mastercard or Discover. Fees are listed on the application form.

Inclement Weather: In case of severe inclement weather, the rain date will be Sunday, July 19, 2015. No refunds will be issued to vendors who cannot participate on the rain date. Vendors should call our program hotline at 860-665-8686 for updated information in case of inclement weather.

Set-up/Clean-Up: Vendors will have access to the park for set-up from 8:00 – 10:00 a.m. Vendors should enter the park from Garfield Street (**if using GPS, use 123 Garfield Street, Newington CT).** Extravaganza staff will be at the park to direct vendors to their assigned spaces. All vehicles used for unloading must be removed from the park by 10:00 a.m. Vendors are expected to stay through the whole day until 4:00 p.m., at which time clean-up must begin. Vehicles will be permitted back in the park at 4:00 p.m. for clean-up. All spaces must be completely cleared and all vehicles removed from the park by 5:00 p.m. or earlier for safety purposes.

Miscellaneous: We recommend that you dress appropriately for the forecasted weather conditions, bring water, sunscreen, and a hat since this is an outdoor summer event. Food vendors will be available to purchase food from throughout the day. We also recommend that you bring an assistant to help you with booth coverage during loading/unloading, moving vehicles and for restroom breaks throughout the day. Smoking is not permitted within the space areas. No unauthorized vehicles or motorized carts will be permitted in the park from 10:00 a.m. to 4:00 p.m.

Compliance: All vendors must comply with all rules and requirements stated above. Booths will be monitored and any vendors not in compliance with our rules and requirements will be asked to leave immediately, and no refunds will be granted. Non-compliant vendors will not be eligible to participate in future events.