



# 43<sup>rd</sup> Annual Newington Life. Be in it. Extravaganza

Mill Pond Park, Newington, CT

Saturday, July 19, 2025

## Arts & Crafts Vendor Information, Rules and Requirements

Artists and crafters are invited to join us at the 43<sup>rd</sup> Annual Newington Parks and Recreation Life. Be in it. Extravaganza, scheduled to be held on Saturday, July 19, 2025 at Mill Pond Park in Newington. The Life. Be in it. Extravaganza is a large town event which features food vendors, arts and crafts, musicians, entertainment, games, carnival rides, and many other family-oriented activities. 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:** Arts & Crafts Vendors are accepted on a first-come, first-served basis. Only traditional handmade crafts will be considered for participation and all applications are subject to approval. We do not accept Arts and Crafts applications from those wishing to sell imports or manufactured articles which are not creatively altered in any way, or foods or drinks. Sale or exhibit of items not listed 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 Arts & Crafts Vendor Application Form with Connecticut Sales Tax ID number
- Payment in Full
- Photos of your complete display and items to be sold (photos will not be returned)

**Sales Tax:** Per Connecticut State Law, all vendors must obtain a *Sales and Use Tax Permit* when selling at any fairs or shows in Connecticut, even if you will only be making sales for one day. Permits must be displayed prominently in your booth. You must obtain this permit **before** making any sales. As a seller, you are responsible to collect sales and use taxes; you are liable for their payment whether or not you collect them from your customers. You must file returns and pay the full amount of tax due DRS. For more information, please visit the State of Connecticut Department of Revenue Services at [www.ct.gov/drs](http://www.ct.gov/drs). All Arts & Crafts vendors participating in our Life. Be in it. Extravaganza must comply with State laws and provide their Tax ID number on the application form.

**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 adjacent booths. Vendors are responsible to provide their own tables, chairs, and canopy tents and are responsible for securing tents and all property/merchandise from wind or inclement weather. Any display, merchandise, 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. Any modification to the event layout due to inclement weather does not afford vendors a refund if they are unable to participate due to these changes. 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.

**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**). Event 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 all sales must cease. 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. \*IN CASE OF DIFFICULT FIELD CONDITIONS, THE VENDOR SHOW WILL BE HELD IN THE MORTENSEN COMMUNITY CENTER PARKING LOT, WHICH IS ACROSS THE ROAD ON GARFIELD STREET. \*

**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 for you 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 vehicles, motorized carts, or trailers 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.