



CBA MARKET PLACE AT THE COLCHESTER FARMERS MARKET

SUNDAY, SEPTEMBER 13TH, 2020 9 A.M.–2 P.M.

(Rain Date: Sunday, September 20th, 2020)

VENDOR APPLICATION

EACH BOOTH SPACE IS 15' x 15'		CBA PROVIDES BOOTH SPACE ONLY	
BUSINESS OR INDIVIDUAL NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:	CELL PHONE:		
EMAIL:	BILLING ZIP CODE:		
CREDIT CARD #:	EXP DATE:	CVV:	
SALES TAX ID OR SOCIAL SECURITY #:			
VENDORS: LIST ALL ITEMS TO BE SOLD BELOW AND ALL COMPANIES TO BE REPRESENTED.			

FEES	
Fees	\$35
TOTAL AMOUNT DUE	
NO REFUNDS AFTER September 1 st , 2020	
<i>I HAVE READ THE ATTACHED LETTER AND AGREE TO ABIDE BY ALL CONDITIONS.</i>	
SIGNATURE: _____	DATE: _____
PRINT NAME:	



Dear 2020 Marketplace Participant,

The Colchester Business Association is thrilled to host the **CBA Marketplace at the Colchester Farmers Market** on Sunday, September 13th, 2020 from 9 a.m. to 2 p.m. The event will be held on the Colchester Town Green, 98 Hayward Avenue. Should it rain prior to the event, restricting setup or saturating the green and compromising its integrity, a rain date has been scheduled for Sunday, September 20th. Look for weather-related updates on the CBA website, on our Facebook page, or call (860) 537-0340. The CBA reserves the right to cancel the event at any time in its duration should the weather conditions become severe. Every effort will be made to hold the event as planned, and as such, event participation fees are nonrefundable.

The following are the Committee's primary policies. Please read them carefully. If you have any questions, please contact the CBA.

- We are observing the same safety procedures already in place for the weekly farmers market. See separate safety document for more information.
- We cannot accept any tag sale vendors or items, all items must be in NEW condition.
- We are only accepting up to 40 vendors, and we cannot allow any food items or vendors this year.
- **There are no guaranteed space assignments.** We will do our best to accommodate special requests. Please submit your request in writing with your application.
- You may pay for your booth(s) with a check or credit card.
- All booth assignments will be emailed to the email address on your application late in May and will serve as your confirmation. If you prefer a mailed confirmation, please include a self-addressed stamped envelope with your application. All booth assignments are subject to change. Please check with the gate attendant upon entering the Colchester Green to confirm.
- PLEASE BRING A PRINTED COPY OF YOUR APPLICATION AND CONFIRMATION TO THE EVENT AND PRESENT IT TO THE GATE ATTENDANT UPON ARRIVAL.
- All sales and solicitation will be limited to booth space. Roaming vendors are prohibited.
- A sales tax I.D. number is required by the state; please provide the number on the application.
- All participants must follow committee guidelines for traffic flow on the Town Green during set-up and breakdown. These guidelines include the following:
 1. **Vehicles will be allowed on the town green from 6:30–8:00 a.m. for drop-off ONLY.** Please be aware curbing around the green will limit vehicle access to marked entrances ONLY.
 2. **All vendors are required to park at Colchester Town Hall, 127 Norwich Avenue.**
 3. **All vehicles must be off the town green by 8:30 a.m.** No vehicles will be allowed to enter the town green after that time. No vehicles will be allowed to enter or exit the green during the event.
 4. **No vehicles will be permitted to enter or exit the town green before 2:00 p.m.** All spaces must be cleaned up and all vehicles off the green by 5:00 p.m.
- Tents MUST be no larger than 15' x 15' per booth space. If needed, you may purchase multiple booths. **Tent stakes must not protrude into the aisles for safety reasons.** All tents must be fire rated.
- The Committee reserves the right to refuse entry and/or require the departure of any vendor who refuses to comply with the event rules or who exhibits inappropriate behavior. **All decisions of the Committee are to be considered final.** Violation of event rules will result in denial of participation in future year events.

Thank you for your anticipated cooperation. We look forward to another fantastic event on the green!

CBA
PO BOX 453
COLCHESTER, CT 06415
(860) 537-0340

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FIND US ON FACEBOOK!