



The City of Derby
 Mayor Richard Dziekan
 Derby Cultural Commission

Vendor Application

Derby Cultural Commission presents DERBY DAY 2022

EVENT DATE: Saturday, June 25, 2022
TIME: 11:00 AM to 5:00 PM. **SET-UP TIME:** 9:00 AM - 10:30 PM.
PLACE: The Historic Derby Green, Elizabeth Street, Derby, CT

Vendors: \$50 per space **Rain Date: July 2, 2022**
Food Vendors: \$100 per space **No refunds after application/check received.**

- Space size is approximately 12' x 12'. We will accommodate larger setups, within reason & advance notice.
- Vendors are to supply their own tables, chairs, tents, trash cans, and source of electricity, if needed. Limited electricity, not guaranteed, first come first serve. Vendor must notify us on application.
- Presuming windy conditions, all tents must be **weighted down** or we reserve the right to ask you to leave.
- Vendors are responsible for collection and payment of all applicable taxes and fees.
- This is a large venue; we will try to limit same type independent vendors to one of each. Duplicates, if any, will be placed at opposite ends of the venue. Placement of vendors is at the discretion of event personnel. You will be assigned an exhibit number, confirmation by email prior to event.
- All vehicles must be moved immediately after unloading at space and moved to designated vendor spaces in the municipal garage. No breakdown or early departure or you will not be invited back to Festival.
- Vendor agrees to photographs being taken & displayed to Cultural Commission, Facebook Page.
- An event program will be furnished prior to event. Vendors must clean area before departure and bring trash with them. After event, a survey will be mailed for your feedback.

***Food vendors are required to have all proper licenses and necessary permits. Contact Naugatuck Valley Health District at (203)881-3255 for information.**

ALL vendors must obtain a background check via Derby Police. (203)734-1651

Questions? Contact Susan Schroeder: suelschroeder@gmail.com

Name:	Phone:
Type of Product, Service or Business:	Exhibit Space No.
Address:	
e-mail address:	No. of Spaces:
CATEGORY (check one) <input type="checkbox"/> FOOD* <input type="checkbox"/> Vendor <input type="checkbox"/> Business/Information	
Are you using a generator? <input type="checkbox"/> Yes <input type="checkbox"/> No Truck/Trailer length, if applicable:	

Fill out application and include check and mail to: Derby Cultural Commission, Derby City Hall, 1 Elizabeth Street, Derby, CT 06418
 DEADLINE: Friday, June 17, 2022; e-mail applications not accepted. All checks payable to: **The Derby Cultural Commission.**