



# 2022 NON-PROFIT Application

This outdoor Art-based Street Festival will be held on Main Street in Putnam, CT every First Friday of the month from May through August.

## FESTIVAL Schedule

**Check-In & Set-Up:** 3:00pm – 4:00pm. *All booths should be ready for early-birds by 4:30pm and vehicles moved.*

**Festival Hours:** 5:00pm – 9:00pm. Everything must be off the street prior to its re-opening at 10:00pm.

Please do not begin breaking down until 9:00pm.

## FIRST FRIDAYS Rules & Procedures

**NON-PROFIT VENDORS:** The First Fridays committee will allow a maximum of **two non-profit vendors** to participate in the festival each month. Non-profit applications will be accepted on a first-come, first-served basis. To be fair to the many non-profits in the region, **the committee will only permit each non-profit a space at one event per season.** Vendors may sign up and make payment for one date only per season. Please designate 1st and 2nd choice dates. First Fridays is an art-based festival and non-profit vendors are asked to have an art component to their booth space. Examples include: community art projects, coloring sheets, or any other art-related projects.

No commission is collected on the sale of your works. Sales tax in CT is now 6.35%. You are responsible for collecting and reporting your own sales tax to the State of CT. [www.ct.gov/drs](http://www.ct.gov/drs). Exhibitors must provide their own display tables. Make your set-up simple since this is only a 4-hour show. If you choose to use a tent, **you MUST weight the legs** of your tent (40 lbs each leg). No tent stakes. Please check the weather forecast and plan accordingly. Drive-up access starts at 3:00pm and ends at 4:30pm with break-down starting at 9pm. All vendors must be off Main St by 10:00pm.

**WEATHER POLICY:** The First Fridays Committee strives to ensure that the event moves forward as planned each month. However, there is a chance that inclement weather may require outdoor activities to be cancelled. In the event of heavy rain, high winds, or unseasonably cold temperatures, the First Fridays Committee will consider cancelling outdoor activities, including the vendor portion of the festival. Announcements will be made on WINY Radio 1350AM and 91.7FM, as well as on our Discover Putnam Facebook page, and the First Fridays Facebook page.

**We will contact vendors by email no later than noon on the Friday of the festival.**

Vendors signed up for select dates will have the option of a refund of the cancelled month's fee or to reserve an additional month at no charge. In the event that the festival continues despite less-than-ideal weather conditions, vendors who do not show up for the event will not be issued a refund.

**SECURITY:** You are responsible for the security of your items at all times. Be considerate of your neighbors. Remove trash in your area when you leave.

## 10 x 10 Booth Fee:

**Reg. Fee** (Application received by the 22nd of the month): \$35. **Late Reg.** (Application received after the 22nd of the month if space is available): \$50.

## 2022 FIRST FRIDAYS NON-PROFIT VENDOR *Application Agreement:*

To approve your application, we will need some information about what you plan to offer, the date(s) you are requesting and your payment. Every effort will be made to meet your needs, but obviously, the sooner we get your reply the better.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Website/Facebook/Etsy: \_\_\_\_\_

Non-Profit Info/Community Art Contribution \_\_\_\_\_

### **PAYMENT OPTIONS - All fees are non-refundable, for exceptions see weather policy.**

**NON-PROFIT PAY** in Advance:

Date Requested (circle only one):    May 6th    June 3rd    July 1st    Aug 5th

**Total amount enclosed** \_\_\_\_\_

**(\$35 per month):** \_\_\_\_\_

**Please allow 48 hours advanced notice if you plan on not attending one of your scheduled events so we can make the necessary adjustments on our end. If a vendor chooses to cancel or not show up it is up to the discretion of the committee to determine whether or not future admittance is acceptable for the remainder of the season and for future seasons.**

Checks or Money Orders should be made payable to Putnam Business Association and mailed to:  
C/O Vendor Chair for First Fridays: The Putnam Business Association, **PO Box 691, Putnam, CT 06260**

I hereby release the Town of Putnam, the Putnam Business Association, First Fridays and its members of all responsibility for loss or damage to my personal property. I understand that failure to comply with all First Fridays' Rules and Procedures may result in dismissal from the show without a refund. I will comply with all laws, regulations and ordinances in effect for Putnam, CT.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **MARKETING OPPORTUNITIES**

- There will be an event page created on Facebook for every First Fridays event. *You are encouraged to post any images or information there.*
- You may request a stack of 10-50 program booklets for your personal distribution efforts. This is a 4-color glossy booklet that we will distribute widely to many locations in our 12-town area and across the borders into RI, MA, and into parts of Hartford.