



Milford, Connecticut, 06460

www.milfordoysterfestival.com

The 45th Annual Milford Oyster Festival
Saturday, August 17, 2019
10:00 a.m. – 6:00 p.m.

CIVIC GROUP EXHIBITOR OPPORTUNITIES

****Milford Green* Lisman Landing* Fowler Field****

As the largest one-day festival in Connecticut, the Annual Milford Oyster Festival draws over 50,000 people each year to enjoy a family & community focused event in our beautiful downtown Milford. Connecticut civic groups are invited to join the Festival to conduct fundraising activities and promote awareness of the services provided by their organizations. This is an excellent opportunity for your group to optimize your community outreach.

Included in this package is an application for exhibitor space as well as the Rules & Regulations for Civic Group Exhibitors.

Application Deadline: July 10, 2019
Exhibitor Application Fee if not selling any items: \$15.00
Exhibitor fee if Selling items: \$30.00

*A \$10.00 late fee will be applied to applications postmarked later than July 10, 2019.
Applications submitted after July 31, 2019 will not be accepted.*

Please call the Civic Group chairman if you have any questions (see application below for contact information). Additional information about the festival is available on the festival website at www.milfordoysterfestival.com.

"An exciting Milford tradition since 1975"

Civic Groups - Rules and Regulations

Exhibitor agrees to abide by all the rules and regulations set forth in this document and that may be promulgated by The Annual Milford Oyster Festival, Inc. (“AMOF”).

Section I: Exhibitor Space

Application: AMOF reserves the right to accept or reject any applications.

Exhibitor Space: Exhibitor will be assigned a space, approximately 10 ft. by 10 ft. The exhibitor agrees to stay within the boundaries of each space. A request for a particular space location will be considered but not guaranteed. Prior participation in the Festival does not confer any preference to space allocation. Additional exhibitor spaces will be granted as available; contiguous spaces will be assigned based on availability.

Exhibitor space is to be used solely by the organization whose name appears on the approved application. AMOF approval is required for the sharing of exhibitor space.

Tents/Canopies: Exhibitor may install one 10’X10’ secured tent/canopy per assigned space. Note: Tent Stakes are not allowed on the Milford Green; please consider using concrete blocks, water buckets, sand bags or similar to secure your tent.

Pack it in/Pack it out Policy: Exhibitor will be provided with contractor-size trash bags for the disposal of exhibit space rubbish. In order to keep the Festival as clean and trash-free as possible for festival-goers, exhibitors are to refrain from using city trash barrels within the festival grounds.

Representative: A representative of the civic organization must be present at the assigned exhibitor space(s) for the duration of the festival. Exhibitor space must be manned and active for the duration of the festival.

Setup/Parking: Exhibitor setup must be complete one hour before opening time of the Festival. Exhibitors must remove their vehicles from the festival grounds prior to the road closure at 9:00 a.m. Parking is limited and available at outlying lots at Wasson Field on West River Street, The Academy at Gulf Street and side streets outside of the festival grounds.

Breakdown: Breakdown of exhibitor space begins at 6:00 p.m. Roads will re-open at the discretion of the Milford Police Department and AMOF, usually by 6:45 p.m., depending on festival foot traffic. Exhibitor is responsible for the cleanup of their exhibitor area and removal of discarded exhibitor material.

Sale of goods: AMOF approval is required for items for sale. No grills or cooking is allowed on the Green. Grills or cooking in other festival areas requires prior AMOF approval. Plastic bottles or canned beverages only – no glass bottles may be sold on festival grounds.

Exhibitors are responsible for any food permits required by the Milford Health Department, a nominal permit fee is charged for Festival exhibitors.

Raffles require state and local permits. All permits must be visible at your exhibit the day of the festival.

Beverage pricing: In order to support fair pricing for all festival exhibitors, the civic group & food vendors have established minimum pricing for beverages as follows:

16 oz. Water/Beverage bottle \$2.00

24 oz. Water/Beverage bottle \$3.00

Weather: The Festival will take place rain or shine

Raffle Vehicles: Must be discussed in advance, and NOT allowed on the Milford Green under any circumstances. We can discuss the best location for the vehicle.

Section II: Liability Indemnification: AMOF, City of Milford or any member or representative of any of the aforementioned organizations or entities will not be held responsible for any injury, loss or damage that may occur to the participating organization or the participating organization's representatives or property from any cause whatsoever. The organization, on signing this contract, expressly releases the Annual Milford Oyster Festival, Inc., City of Milford, and any of the Officers and Participants from any injury, losses or damages related directly or indirectly, in whole or in part to the organization's presence or activities at the Milford Oyster Festival.

Right to Remove: AMOF reserves the right to remove any organization for inappropriate behavior or violation of rules and regulations. This includes use of more than the designated space provided or any violation of this contract.

Trademark/Service mark Rights: The Festival name and oyster character logos are protected by registered Trademark and Service mark property rights of AMOF. Prior to incorporating this name or logo on goods for sale or otherwise, AMOF approval and written consent is required and evidenced by a signed License Agreement. Allow two weeks for the review of your application and preparation of License Agreement.

Unauthorized uses of the Festival name or logo may subject the violator to being expelled from the Festival grounds and prosecution for damages.

Section III: Definition of a Civic Organization: To be eligible to apply to participate as a Civic Group Exhibitor in the Annual Milford Oyster Festival, the organization must be either a civic or non-profit association or corporation in the state of Connecticut, with limited exceptions as approved by AMOF. A civic group is identified as an organization whose charter is for other than profit-making activities in which no part of the income it earns is distributed to its members, directors or officers and is engaged in primarily charitable, educational, scientific, literary, environmental, health or other civic or humanitarian activities.

Exceptions for For-Profit Entities/Individuals: Profit-making entities or individuals may be eligible to participate as an Exhibitor on behalf of a civic group if:

- a) An AMOF pre-approved percentage of their proceeds, net of costs, collected from sales of goods, raffles and the like are donated to a specific charity and
- b) The entity or individual submits a written statement from the beneficiary or charitable organization on their stationary, signed by an Officer of that charitable organization, which acknowledges that the organization is acting on its behalf and
- c) Application is approved by AMOF.
- d) Proof of remittance to civic group must be provided upon request from AMOF

45th ANNUAL MILFORD OYSTER FESTIVAL

August 17th, 2019

CIVIC GROUP EXHIBITOR SPACE APPLICATION

Application Deadline: July 10, 2019

Space is limited. Space assignments will be made on a first come-first served basis.

Incomplete applications will be returned.

Organization: _____

Address: _____

Cell Phone # _____

Contact Name: _____

Email: _____

Date of Birth _____

(This information is required for the Milford Police Department. The application will not be accepted without this information)

*We will NOT be selling an item, just community awareness: Fee: \$15.00 \$ _____

*We will be selling items at the festival: Fee: \$30.00 \$ _____

*We will be renting tables and chairs from AMOF: _____ Tables @ \$10.00 each \$ _____

_____ Chairs @ \$ 2.00 each \$ _____

*We will be using a tent __Y / __N (for placement purpose only)

\$10.00 Late fee (after July 10): \$ _____

Total fee enclosed: \$ _____

(Please make check payable to Annual Milford Oyster Festival Inc.)

Indicate Location Preference: __Milford Green __Fowler Pavilion area __Lisman Landing

**PLEASE SEND YOUR COMPLETED APPLICATION PACKAGE WITH
PAYMENT TO:**

**Annual Milford Oyster Festival, c/o Ana Madden
78 Cooper Avenue, Milford, CT 06460**

Please include the following in your application package:

- Completed, signed application and payment
- A brief description of your exhibit and a list of items to be sold & proposed pricing (if applicable)
- Copy of CT raffle permit (if applicable)

NOTE: If you are selling a food item, please contact the Milford Health Department for necessary permits