



CELEBRATE MANSFIELD FESTIVAL

SATURDAY, OCT. 2, 2021 | 2:00 - 8.00 PM

downtownstorrsvfestival.org

2021 FOOD BOOTH: Application Packet

JOIN US!

You're invited to be a part of the 18th Annual Celebrate Mansfield Festival! This event highlights the best of our community with music, fun, and food! After the challenges of the last year, a celebration is needed now more than ever!

This packet includes all of the information needed to apply for booth space as a food vendor.

Applications are due by Friday, August 20. If you have any questions or concerns, please do not hesitate to contact the Downtown Partnership office. We look forward to working with you to create this beloved, community event!

In the wake of the COVID-19 pandemic, some event details may be updated to meet the State of CT health and safety guidelines and best practices.

EVENT DETAILS

THE 18TH ANNUAL CELEBRATE MANSFIELD FESTIVAL

DATE: SATURDAY, OCTOBER 2, 2021 (*Rain date: Oct. 9*)

TIME: 2:00 — 8:00 PM; Food Booths will be open from **2:00 — 8:00 PM**

LOCATION: Downtown Storrs; food booths will be found on Royce Circle and Bolton Road Ext.

HOW TO APPLY

Enclosed in this **FOOD BOOTH APPLICATION PACKET** are the following items:

- Event Information & Food Booth FAQ — pages 2 and 3
- 2021 Food Booth Application — page 4
- Food Booth Check List — page 5

The Food Booth Check List is a tool designed to help you organize the application materials. When you apply, please include all materials listed on the check list:

- Food Booth Application
- Festival participation fee
- EHHD Temporary Food Event Application
- EHHD Application Fee
- Certificate of Insurance

Please be sure to read each item in this packet thoroughly and return all materials to the Mansfield Downtown Partnership office **by FRIDAY, AUGUST 20, 2021.**

Thank you for joining us for the 18th Annual Celebrate Mansfield Festival!

Please contact the Mansfield Downtown Partnership office at
860.429.2740 or keglerd@mansfieldct.org
with questions or concerns regarding application requirements or policies.



[@DowntownStorrs](https://www.facebook.com/DowntownStorrs)

downtownstorrsvfestival.org



CELEBRATE MANSFIELD FESTIVAL

SATURDAY, OCT. 2, 2021 | 2:00 - 8.00 PM

downtownstorrsvestival.org

Event Information

- 1. All application materials are due Friday, August 20, 2021.**
- 2. A \$25 participation fee is required.** Please make checks payable to Mansfield Downtown Partnership, Inc. This fee will be waived for businesses located in the downtown.
- 3. A Certificate of Insurance is required for participation.**
- 4. A Temporary Food Service License from the Eastern Highlands Health District (EHHD) is required for participation.** Inspections by EHHD may be conducted on the day of the Festival. Booths who fail to bring the appropriate permits to the Festival will be unable to participate.
- 5. Each food booth space will be 10 feet wide by 10 feet deep.** If space needs exceed 10' x 10', vendors may purchase two spaces. Please mark space needs on the Festival Application and specify from which side of the booth food will be served.
- 6. All Food Booths must provide a canopy, tent, or overhead protection for their booth space as required by the Eastern Highlands Health District.**
- 7. Access to electricity is not available at the Celebrate Mansfield Festival.** If this will be a problem for your booth, special arrangements may be made at the discretion of the Committee.
- 8. Festival set-up time will be from 11:45 AM to 1:00 PM.** Each food booth will be assigned a specific, 30-minute set-up time with their Festival packet. Due to traffic restrictions, vendors who fail to arrive by the designated time will be unable to participate.
Please Note: the Festival Grounds will close to all traffic at 1:00 PM.
- 9. Each booth is responsible for the clean-up of their booth space and the removal of all waste materials.** Recyclables must be kept separate from trash. The dumping of cooking grease in storm drains is prohibited.
- 10. Food Booths who participate as a low-waste vendor will be provided compostable plates, bowls, and utensils.** The Recycling Coordinator will check in to provide these materials before the Festival begins. Certificates will be posted at the booths of all low-waste vendors.
- 11. In the case of inclement weather, the Festival will move to the Rain Date on October 9.** All participants will be notified 24-hours in advance of any changes.

Please contact the Mansfield Downtown Partnership office at
860.429.2740 or keglerd@mansfieldct.org
with questions or concerns regarding these requirements or policies.



@DowntownStorrs

downtownstorrsvestival.org



CELEBRATE MANSFIELD FESTIVAL

SATURDAY, OCT. 2, 2021 | 2:00 - 8.00 PM

downtownstorrsvestival.org

Food Booth FAQ

HOW MUCH DOES IT COST TO HOST A FOOD BOOTH?

There is a \$25 participation fee for all registered Food Booths, which will be waived for businesses located in the downtown. Please make checks payable to Mansfield Downtown Partnership, Inc.

WHERE CAN I FIND THE EASTERN HIGHLANDS HEALTH DISTRICT (EHHD) APPLICATION?

The EHHD Application and Guidelines for a Temporary Food Service Event can be found at ehhd.org. Please review the EHHD Temporary Food Service Event Guidelines thoroughly; questions should be directed to the EHHD. All food booths are required to submit an EHHD Temporary Food Service Event Application. EHHD staff will contact vendors directly with notice of approval or application questions prior to the Festival.

IS THERE A FEE FOR THE EHHD APPLICATION?

As noted on the EHHD Application, there is a \$65 application fee for Temporary Food Service Events. Please make checks for this fee payable to Eastern Highland Health District. This fee will be waived for non-profit organizations.

WILL THERE BE ELECTRICAL ACCESS FOR MY BOOTH?

No, there is **no** electrical access at the Celebrate Mansfield Festival. If this is a concern for you, please contact the Partnership office to discuss.

WHAT SUPPLIES WILL I NEED FOR MY FOOD BOOTH?

Each food booth must provide their own booth structure including tables, chairs, food service necessities, and overhead coverage, such as a tent or canopy. The Festival will provide free biodegradable cutlery and compostable plates and bowls to each food booth who participates in the low-waste efforts. We recommend food booths bring garbage bags and/or waste containers for the removal of cardboard, packaging, and all other waste materials.

WHAT ARE THE FESTIVAL LOW-WASTE EFFORTS?

The Celebrate Mansfield Festival is a low-waste event. Our goal is to recycle and compost 90% of the waste generated at the Festival. There are several steps taken to reach this goal:

Waste Stations: There will be waste stations for visitors placed around the Festival with separate receptacles for compost, trash, and recyclables. Please note, these stations are intended for waste generated by event guests.

Compostable Supplies: The Festival will provide free biodegradable cutlery and compostable plates and bowls to each food booth. Ginny Walton, the Town of Mansfield Recycling Coordinator, will contact your booth to determine the number of items required.

Please contact Ms. Walton at 860.429.3333 with any questions regarding the low-waste efforts.

WHEN WILL I KNOW IF I WAS ACCEPTED TO THE EVENT?

Each Food Booth will be contacted when their application is received by the Downtown Partnership; final acceptance to the event is dependent on approval by the EHHD. For all accepted Food Booths, a participant packet will be sent in September with final event information including booth assignments, parking, set-up times, and other details.



CELEBRATE MANSFIELD FESTIVAL

SATURDAY, OCT 2, 2021 | 2:00 - 8.00 PM

downtownstorrsvestival.org

2021 Food Booth Checklist

Organization / Business: _____

Contact Person: _____

INCLUDE WITH THIS SHEET:

(Please check each one)

- 2021 Food Booth Application
- \$25 Participation Fee (Check payable to Mansfield Downtown Partnership, Inc.)
- EHHD Temporary Food Service Event Application
- \$65 EHHD Application Fee (Check payable to Eastern Highlands Health District)
- Certificate of Insurance

DEADLINE TO APPLY: FRIDAY, AUGUST 20, 2021

Mail to: Mansfield Downtown Partnership

P.O. Box 513, Storrs, CT 06268

Or email to mdp@mansfieldct.org



@DowntownStorrs

downtownstorrsvestival.org



CELEBRATE MANSFIELD FESTIVAL

SATURDAY, OCT. 2, 2021 | 2:00 - 8.00 PM

downtownstorrsfestival.org

2021 Food Booth Application

Organization / Business: _____

Contact Person: _____

Mailing Address: _____

City: _____

State: _____

Zip code: _____

Phone: _____

Email: _____

Brief description of food to be served:

I am available for the Rain Date on Saturday, October 9, 2021.

I agree to follow the Festival rules for the safety of all participants and guests.

Number of booth spaces requested (each space is 10' x 10'): _____

Signature of contact person: _____

DEADLINE TO APPLY: FRIDAY, AUGUST 6, 2021

Mail to: Mansfield Downtown Partnership

P.O. Box 513, Storrs, CT 06268

Or email to mdp@mansfieldct.org



[@DowntownStorrs](https://www.instagram.com/DowntownStorrs)

downtownstorrsfestival.org