

48th ANNUAL OYSTER FESTIVAL at Veteran's Park in Norwalk, CT

Friday, September 11, 2026 from 6 PM – 11 PM
Saturday, September 12, 2026 from 11 AM – 11 PM
Sunday, September 13, 2026 from 11 AM – 8 PM

1/14/2026

Application/Contract for Marketing Space in New England Village

Please PRINT or TYPE the following. Illegible applications will be returned.

Organization _____

Primary Contact/Title _____

Address _____ City/State/Zip _____

Telephone: (Day) _____ (Night) _____ (Cell) _____

Email: _____

Schedule "A" attachment must be completed and returned as part of this Agreement.

Check one:

A Certificate of Insurance is enclosed. (Due no later than by August 1, 2026)

Does Exhibitor require electricity? (Check the appropriate box and complete information if YES!)

ELECTRICITY AVAILABLE- 20 AMP DUPLEX OUTLET - \$100.00 EACH

No Yes - List items you will be using that requires electricity (i.e., TV, VCR):

Are you requesting to have a promotional vehicle on the field with your booth?

No Yes - Number of vehicles requesting placement on field for additional fees _____

If yes, also indicate type and size of vehicle. _____

**Promotional Vehicles are permitted at the discretion of Management and are subject to placement with an additional fee.*

NOTE: There must be one named primary contact responsible for coordinating and supervising your organization's setup, staff and tear down.

Subject to the Terms and Conditions and subsequent provisions and upon acceptance of this application by the Norwalk Seaport Association, Inc., hereinafter referred to as **Management**, the undersigned, hereinafter referred to as **Exhibitor**, agrees to lease from Management exhibition space for the duration of the 2026 Oyster Festival.

Exhibitor wishes to contract for ____ (number) exhibition space(s)-EACH SPACE WILL MEASURE 10' x 10' - from Management and certifies that he/she is authorized to sign this application on behalf of the above named organization. Upon acceptance in writing by Management this agreement shall become a binding and enforceable contract between the parties. Violation of any of the terms of this agreement may result in: restriction, removal and/or, disqualification from future participation.

Exhibitor must provide evidence of carrying General Liability Insurance in an amount not less than \$1 million and including Workers' Compensation. Exhibitor agrees to protect and hold harmless Management and the City of Norwalk against any and all claims for loss, injury, or damage to person, persons (including Exhibitor and its employees, agents or guests) or property arising out of activities of Exhibitor, its agents, subcontractors, employees or guests, to defend the Management and the City of Norwalk against any and all such claims and to reimburse and indemnify Management and the City of Norwalk for any loss, damage, expense or payment suffered thereby. **Exhibitor is required to provide a Certificate of Insurance to Management. ("City of Norwalk" and "Norwalk Seaport Association, Inc." must be named, specifically, as additional insured on the Certificate of Insurance.) Exhibitor can obtain a rider to their existing policy, or contact: actinspro.com directly for a quote.**

Terms and Conditions

2026 SCHEDULE 1/14/2026

ALL EXHIBITS MUST BE COMPLETELY STAFFED AND OPERATING DURING THE FULL HOURS AND DATES OF THE FESTIVAL AS FOLLOWS:

Friday	September	11 th 2026	6 PM – 11 PM
Saturday	September	12 th 2026	11 AM – 11 PM
Sunday	September	13 th 2026	11 AM – 8 PM

SET-UP

Exhibitor will be able to set up its booth as follows and agrees to be fully set up and staffed by the conclusion of the set up period.

Wednesday by appointment only
Thursday from 5PM to 7 PM
Friday 10:00 AM to 3:00 PM

EXHIBITION SPACE - EXHIBITORS CANNOT OPERATE OUTSIDE THE CONTRACTED SPACE

Exhibitor agrees to conduct all activities within the confines of the assigned booth space. **No activities are permitted in the aisles in the New England Village Tent or any other part of the Festival.** Further, Exhibitor agrees to restrict the volume level of electronic devices such as televisions, stereo or other amplification equipment and personnel so as not to interfere with other participants.

Management agrees to supply Exhibitor with exhibit space of not less than ten (10) feet in frontage and ten (10) feet in depth, for which Exhibitor agrees to pay Management a rental fee of \$2,000 for one space and \$1,800 for each additional space. Although we welcome your input or preference, Management shall determine the location of each exhibit space. Management will provide the following: 10' x 10' tented space - 2 tables, two (2) chairs, and onsite general refuse area location for **Exhibitor to dispose** of trash and recyclable materials.

Exhibitor may distribute literature, perform service, and obtain future business leads, but may not solicit and/or accept donations, sell any items, raffle tickets or chance tickets. **The contract space shall be used solely by the Exhibitor named herein and Exhibitor shall not share, assign or sublet any portion of said space without written approval of Management.** Exhibitors are reminded that the Oyster Festival is an outdoor event. All exhibits and/or displays should be produced subject to weather conditions.

FEE AND PAYMENT

A full payment of \$2,000 must accompany this application/contract and be received by June 1, 2026. Exhibit space is limited at Management's sole discretion. **Please make checks payable to: Norwalk Seaport Association.** It is understood that cashing of Exhibitor's Fee check in no way implies acceptance as an Exhibitor. **If the application is rejected for any reason,** management will either return Exhibitor's check or issue a refund. In the event of removal for cause from the event for any reason, the Exhibitor shall not be entitled to any reimbursement of fee.

CANCELLATION/RAIN/REFUNDS

There is no rain date and rental fees are not refundable. If Exhibitor cancels, no refund will be given.

ELECTRICAL SERVICE

If needed, the exhibitor may purchase electrical service for use in THEIR space only. Extension cords and surge protectors are permitted within the booth space. Regulations are enforced by the City of Norwalk Fire Marshal. **Exhibitors are responsible for contacting the internet provider for wireless / internet access.**

EQUIPMENT REMOVAL AND CLEAN UP

All Exhibitors are responsible for the day-to-day cleanup of trash in their area as well as the area immediately around their booth. Exhibitor agrees to remove all equipment, personal possessions and refuse from their exhibit area by 5:00 PM on Monday, September 14th, 2026. A cleanup fee of \$500 will be assessed if property is not removed by the determined time/date. **Exhibitor is expected to use appropriate dumpsters (corrugate, trash, etc.) provided for the New England Village area.**

NSA will not be responsible for loss and/or damage to any merchandise left on premises. All vehicles must be off the field by 9:00 AM on Friday unless designated by management as a display vehicle.

PARKING

*Parking is permitted **in designated areas only.** Admission to the field and designated parking areas is by **permit only.** Exhibitor will receive a **limited** number of permits for designated areas that are transferable only within its organization for successive shifts. Carpooling or use of the Oyster Festival shuttle bus is strongly recommended. Permits will be issued as part of the vendor package distributed at check-in. Driving any motor vehicle, other than display vehicles, on the field to set up or during the festival is prohibited.*

RESTRICTIONS 1/14/2026

1. **Management reserves the rights to:**
 - a) Exclude or reject any applicant(s) that, at Management's sole discretion, are deemed inconsistent with the family atmosphere of the Festival, and/or unprofessional in appearance, and/or incompatible with other exhibitors.
 - b) Restrict or remove, without a refund, exhibits that have been falsely entered or are deemed by Management unsuitable or objectionable.
 - c) Restrict or remove, without a refund, exhibits that fail to control the volume of personnel or equipment in their booth.
 - d) Restrict or remove any exhibitor that operates or displays ANY items or have staff members who operate outside the contracted space area.**
2. **No animals allowed in the New England Village area unless specified by Management.**
3. **PLASTIC BAG ORDINANCE-City of Norwalk prohibits the use / distribution of plastic checkout bags.**

NO IMPLIED ENDORSEMENT

Acceptance into the 2026 Norwalk Seaport Association's Oyster Festival **New England Village** area does not indicate that Management or the City of Norwalk either supports or agrees with the activities or philosophies of any participant(s).

All participants at the Norwalk Oyster Festival are subject to and must obey city & state Health guidelines, restrictions & policies.

VENDORS AGREE & UNDERSTAND THEY MUST REMAIN WITHIN THE CONTRACTED SPACE

EXHIBITOR: _____ (Please Print)

Name: _____ (Please Print)

Title: _____

Date: _____

NOTE: Schedule "A" attachment must be completed and returned as part of this Agreement.

Signature _____

MANAGEMENT ONLY: Norwalk Seaport Association, Inc.

Mike Reilly Norwalk Seaport Association
Oyster Festival, Chairman

Signature _____

Date: _____

Booth Space (10X10)	\$ <u>2,000.00</u>
Additional Space @ \$1,800.00 each	\$ _____
Electrical One Duplex Outlet @ \$100.00	\$ _____
Total Fee	\$ _____
TOTAL DUE by June 1, 2026	

Please mail or email all pages of signed contract with booth fee to our address:

Norwalk Seaport Association, Inc.
213 Liberty Square Norwalk, CT 06855

Visit us at www.seaport.org ♦ Office phone: 203 838 9444 ♦ Email: info@seaport.org



**Norwalk Seaport Association
48th Annual Oyster Festival
New England Village Vendors / Exhibitors
Agreement Attachment Schedule A**

1. Vendors / Exhibitors must note below products & services being offered.
2. Vendor must operate within the designated “paid for “space”. Chairs, tables, displays, staff etc. CANNOT be outside the designated space.
3. Set up during dates & times as noted in the agreement.
4. Subject to field conditions vendors may drive on to field as approved by site management during set up and breakdown.
5. Vendors receive two parking passes to park in Veterans Park...workers are encouraged to take Festival bus service which is more convenient.
6. Vendors are responsible for their own signage and extension cords.
7. Vendors must be open for all days / hours of the Oyster Festival.
8. Seaport does not offer Insurance; go to actinspro.com for coverage.
9. List Items / Merchandise / Products and Services to be Offered:

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____
5 _____	10 _____

Vendor Name _____

Vendor Signature _____

Approved, Norwalk Seaport Association: _____

Mike Reilly, Festival Chairman