

Norwalk Seaport Association
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 Merchandising 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: _____

Name of person who will be on-site representative: _____

Connecticut Sales Tax Number _____ (required for participation)

Fully describe ALL product(s) you wish to sell (an attached photo of products or an attached separate description is required)

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

ELECTRICAL AVAILABLE – 20 AMP DUPLEX OUTLET - \$100.00 EACH – IF NEEDED

Does Exhibitor require electricity? ELECTRICAL AVAILABLE – 20 AMP DUPLEX OUTLET - \$95.00 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 _____

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) from Management- EACH SPACE WILL MEASURE 10' x 10' 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.) Norwalk Seaport Association DOES NOT OFFER 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, 2026 | 6 PM – 11 PM |
| Saturday | September 12, 2026 | 11 AM – 11 PM |
| Sunday | September 13, 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

Thursday from 5 – 7 PM

Friday 10:00 AM to 3:00 PM

EXHIBITION SPACE – EXHIBITORS CANNOT OPERATE OUTSIDE CONTRACTED AREA

The contract space shall be used only and solely by Exhibitor named herein and Exhibitor shall not assign or sublet any portion of said space without the written consent of Management. Exhibitor agrees to conduct all activities within the confines of the assigned booth space and/or individual tent. No solicitation activities, PRODUCT PLACEMENTS OR PROMOTIONAL MATERIALS are permitted outside of Exhibitor booth and/or individual tent. Further, Exhibitor agrees to restrict the volume level of electronic devices such as televisions, stereo or other amplification equipment and personnel (no yelling) 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 \$900.00 for one space and \$800.00 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' tent space or tent(s), 2 tables, two (2) chairs, electrical hookup if requested (an additional fee of \$100 for electrical will be added), and onsite refuse area for Exhibitor to dispose trash and recyclable materials.

Exhibitor is responsible for obtaining all permits required by the Norwalk Health Department for food items and the Norwalk Fire Department (proof of fire retardant for materials in display area). 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

The Full \$900.00 booth fee (or the cost of multiple booth space) must accompany this application/contract and be received by June 1, 2026. Exhibit space is limited and acceptance is at Management's sole discretion. Please make checks payable to: Norwalk Seaport Association, Inc.

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 on Management's account. In the event of removal for cause from the event for any reason, the Exhibitor shall not be entitled to any refund. Again, space is limited to first-come-first-serve. A deposit does NOT hold your space - Full payment only!

CANCELLATION/RAIN/REFUNDS

There is no rain date and rental fees are not refundable.

ELECTRICAL CHARGES – 20 AMP DUPLEX - \$95.00 EACH- IF NEEDED

If needed, the exhibitor may purchase electrical service for use in their space. Exhibitors may not run wires to other booths. Extension cords and surge protectors are permitted within the booth space. Electrical code regulations are enforced by the Norwalk Fire Marshal office.

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 14, 2026. A cleanup fee of \$500 will be assessed if property is not removed by the aforementioned 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 Saturday 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, which 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 information package to be distributed to Exhibitor. 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 level of personnel or equipment in their booth.
 - d) **Restrict or remove any exhibitor that operates or displays ANY items or staff members who operate outside the contracted space area.**
2. **No animals allowed in the New England Village area unless previously approved by Management.**
3. **PLASTIC BAG ORDINANCE** – The City of Norwalk has issued a Plastic Checkout Bag Ordinance. This prohibits the use and 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).

Insurance: Vendor must provide certificate of insurance by August 1, 2026

All participants at the Norwalk Oyster Festival are subject to and must obey city, state and federal 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) | \$ 900.00 |
| Additional Space @ \$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