

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 Nonprofit Organization 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 & returned as part of this Agreement.

Check one: _____ Our Certificate of Insurance is enclosed. (Due no later than by August 1, 2026)

Check one: _____ Proof of our Non-profit status is enclosed.

Does Exhibitor require electricity?

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 ☐

If yes, 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**, agree 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 their 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 AND LOCATION: EXHIBITORS CANNOT OPERATE OUTSIDE THEIR CONTRACTED AREA

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 \$800.00 for one space and \$700.00 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 (an additional fee of \$100 for electrical will be added), available storage area and removal 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 contracted space shall be used solely by Exhibitor named herein and Exhibitor shall not share, assign or sublet any portion of said space without written approval of Management.

Exhibitor agrees to conduct all activities within the confines of the assigned booth space. **No solicitation 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 recording amplification and personnel (no yelling) so as not to interfere with other participants. Exhibitor is 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 \$800 booth fee (or the cost of multiple booth space) must accompany this application/contract and be received by June 1, 2026. Exhibition space is limited 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.**

CANCELLATION/RAIN/REFUNDS:

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

ELECTRICAL CHARGES – 20 AMP DUPLEX OUTLET - \$100.00 EACH

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. These 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 3:00 PM on Friday unless designated by management as a display vehicle.

PARKING:

*Parking is permitted in designated areas only. Admission to the 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 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.
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 all 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)	\$ <u>800.00</u>
Additional Space @ \$700 each	\$ _____
Electrical one Duplex Outlet @ 100.00	\$ _____
Total Fee	\$ _____

Total Due By – June 1, 2026

Please return 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