

# FIRE & ICE 2026 Food Truck Agreement



## FESTIVAL Schedule

Event Date: Saturday, February 7, 2026

Location: Main Street, Putnam, Connecticut

## EVENT DETAILS

Fire and Ice is an outdoor based Street Festival hosted by Putnam Business Association featuring ice-carving, food, crafts, local vendors, and entertainment.

Festival Hours: 12:00 pm – 8:00 pm.

Vendor Check-In & Set-Up: 8:00am - 10:30am. **All vendors should be ready for early-birds by 11:30am.**

Everything must be off the street prior to its re-opening at 9 pm.

Please do not begin breaking down until 8pm.

## IMPORTANT DEADLINES (Organizer to fill in)

Application & Payment Due: January 23

Required town Permit due (no later than): February 2

Menu changes not allowed

If application/payment/paperwork are not received by the deadlines above, the committee may release the space to another vendor.

## APPROVAL + PERMITS (REQUIRED)

**Town of Putnam approval is required** (Town fees are separate from Fire & Ice fees).

Town vendor permit paperwork:

<https://www.putnamct.us/departments/town-clerk/vendor-permits>

(Vendors may not participate unless Town approval is completed.)

**Food vendor permits must be displayed at the event.**

Northeast District Department of Health (NDDH): [www.nddh.org](http://www.nddh.org) | 860-774-7350 ext. 15 (M–F, 7 AM–4 PM)

## FOOD / MENU GUIDELINES

The committee reserves the right to disallow or limit any food that directly conflicts with local Main Street restaurants. Food truck selections may be limited based on the number of applicants offering similar items. Vendors must provide an accurate menu list with the application.

**SPACE, SETUP & VEHICLE MOVEMENT** - Vendor locations are assigned prior to the event.

Vendor must be fully self-contained within assigned space.

No vehicle movement during festival hours unless directed by event staff/emergency services.

Keep serving lines within your footprint as much as possible and maintain safe pedestrian flow.

## SELF-SUPPLIED OPERATIONS / GENERATORS (NO POWER PROVIDED)

No electrical power is provided by the event. Vendors must be able to operate fully self-contained.

If using a generator, vendors are responsible for safe, reliable operation and safe fuel storage away from public access.

## FIRE SAFETY & COOKING SAFETY

All vendors must follow directions from event staff, Fire Marshal, and emergency personnel.

A fire extinguisher is required.

Propane: Tanks secured upright and protected from public contact

No leaking connections; keep tanks away from open flames/heat sources

Vendors are responsible for keeping their area clean.

Trash: Remove all trash from your area when you leave.

## GRAY WATER/GREASE:

No dumping on-site or into storm drains.

Grease/food drippings must be contained.

## **SECURITY**

You are responsible for the security of your items at all times. Be considerate of neighboring vendors.

## **WEATHER & CANCELLATION POLICY**

The committee intends to run the event as planned; however, extreme weather or emergencies may require cancellation.

Announcements will be made on WINY Radio 1350 AM/ 97.1 FM and Discover Putnam Facebook.

If the festival continues despite poor weather, vendors who do not show up will not receive a refund.

Vendor cancellation: Please provide at least 48 hours notice if you will not attend.

A vendor who cancels late or does not show may be denied future participation at the committee's discretion.

## **FEES & PAYMENT**

Food Truck Fee: \$250 (non-refundable except as outlined in Weather Policy)

Checks/Money Orders payable to: Putnam Business Association

Mail to: c/o Vendor Chair for Fire & Ice, Putnam Business Association, PO Box 691, Putnam, CT 06260

## **MARKETING / PROMOTION** (Optional)

Vendors may be listed on event promotions using the business name, logo, and social links provided.

The participating vendor grants permission for event photos/video featuring truck/signage for promotional use.

## **QUESTIONS:**

Any questions can be directed to Dan Bennett of DBC Solutions [dan@dbc.solutions](mailto:dan@dbc.solutions)

# 2026 Food Truck Application:

To approve your application, we will need some information about what you plan to offer and your payment.

Legal Business Name: \_\_\_\_\_

D/B/A Truck Name (if Different): \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Cell (day of): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

Website/Facebook/Instagram: \_\_\_\_\_

## TRUCK / TRAILER INFORMATION

Vehicle Type: ☐ Truck ☐ Trailer ☐ Cart ☐ Other: \_\_\_\_\_

Total Length (including tongue): \_\_\_\_\_ ft Width: \_\_\_\_\_ ft

Serving Window Side (required): ☐ Driver side ☐ Passenger side

## MENU INFORMATION (Required)

Primary food category/type: \_\_\_\_\_

Please attach a full menu list when submitting application

Signature item (for marketing purposes): \_\_\_\_\_

## REQUIRED PERMITS & DOCUMENTS (Attach or provide by deadline)

Town of Putnam vendor approval required. NDDH / health permit required. Permits must be displayed during the event.

## PAYMENT

Fee: \$250 (non-refundable except as stated in Weather Policy)

Payment method: ☐ Check ☐ Money Order ☐ Online

Check#: \_\_\_\_\_

If your application is not accepted you will be refunded.

## AGREEMENT, RELEASE & ACKNOWLEDGEMENTS

By signing below, I acknowledge and agree that:

I understand that failure to comply may result in dismissal from the event without refund.

I understand the Weather Policy and that if the festival continues and I do not appear, I will not receive a refund.

I understand that vendor locations are assigned and may be adjusted for safety/operations.

I hereby release the Town of Putnam, the Putnam Business Association, Fire & Ice, and their members from responsibility for loss or damage to my personal property.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Photo/Video Permission (required):

☐ I grant permission for Fire & Ice/Putnam Business Association to use photos/video of my truck, staff, and signage for event promotion.