



## 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.

## FESTIVAL Rules & Procedures

**OUTDOOR VENDOR BOOTH SPACE:** Each vendor space will allow for a 10' x 10' canopy/pop up tent.

Tents must be properly weighted down. Stakes are not permitted on the street.

Vendors must provide their own tables, chairs, signage, and displays.

No electricity is provided. Generators are not allowed. Solar generators (battery packs) are ok.

Volunteers will assist with locating your assigned space on arrival.

Vendors cannot pick their own space. The Festival Committee reserves the right to ask that any merchandise deemed offensive or inappropriate be removed immediately. We reserve the right to ask to pull any merchandise we feel could be construed as offensive.

**WEATHER POLICY:** The Fire & Ice Festival Committee strives to hold the event regardless of cold or light snow. However, in the event of extreme weather (such as heavy rain, a Nor'easter, or other emergent conditions), the festival may be cancelled.

Cancellations will be announced on WINY Radio (1350 AM/97.1 FM) and on the Discover Putnam Facebook page.

If the event proceeds and a vendor chooses not to attend due to weather, no refunds will be issued.

**SECURITY:** Vendors are responsible for the security of their own merchandise and equipment at all times.

Please be considerate of neighboring vendors and dispose of all trash in designated bins before leaving. \$100 clean up fee will be assessed if vendor leaves trash behind or they will not be permitted to come back next year.

## VENDOR FEES & PAYMENT:

Vendor Fee: \$125 (non-refundable; see weather policy for exceptions).

Make checks or money orders payable to:

Putnam Business Association

Mail to:

C/O Vendor Chair, Fire & Ice Festival

Putnam Business Association, P.O. Box 691, Putnam, CT 06260

Payment must be received for your space to be confirmed.

## CANCELLATION POLICY (NO REFUNDS)

If you must cancel, please provide at least 48 hours' notice so the committee can adjust vendor assignments.

Vendors who cancel without notice or fail to attend may be denied participation in future events.

## QUESTIONS:

Any questions can be directed to Dan Bennett of DBC Solutions dan@dbc.solutions

# 2026 Vendor Application:

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

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

Contact (on-site): \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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

Business Type: ☐ Sole Proprietor ☐ LLC ☐ Corporation ☐ Nonprofit

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

Short description (25-50 words) for promotion: \_\_\_\_\_

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Participation requires permission to use my logo/photos for event promotion.

Logo attached: ☐ Yes ☐ No

Vendor Category:

☐ Crafts ☐ Retail ☐ Services ☐ Nonprofit ☐ Sponsor/Info Booth

Detailed Product List:

Price Range: ☐ \$1-25 ☐ \$25-100 ☐ \$100+

Tent/Canopy Size: 10' x 10' only

Weighting Method: \_\_\_\_\_

Load-in Vehicle Type: ☐ Car ☐ Truck ☐ Van ☐ Trailer (Length: \_\_\_\_\_ ft)

Check-In Time: 8:00 am to 10:30 am

Acknowledgements (Initial Each)

\_\_\_\_ I understand no electricity is provided and gas generators are not allowed.

\_\_\_\_ I understand my tent must be weighted for safety.

\_\_\_\_ I understand setup and breakdown times must be followed.

\_\_\_\_ I acknowledge the weather and refund policy.

\_\_\_\_ I acknowledge the offensive merchandise policy.

\_\_\_\_ I will remove all trash and maintain my area.

\_\_\_\_ I understand the cancellation policy (48-hour notice).

## **PAYMENT - All fees are non-refundable, for exceptions see weather policy.**

☐ Check ☐ Money Order ☐ Online

Number of 10 x 10 spaces to reserve (\$125ea): \_\_\_\_\_

Amount Paid: \$\_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

If your application is not accepted you will be refunded.

## **AGREEMENT & RELEASE**

I hereby release the Town of Putnam, the Putnam Business Association, and the Fire & Ice Committee from all responsibility for loss or damage to my property. I understand that failure to comply with all Fire & Ice rules and procedures may result in dismissal from the event without refund. I agree to comply with all applicable laws, regulations, and ordinances in effect for Putnam, CT.

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

Printed Name: \_\_\_\_\_