

# 2024 LITTLE POLAND FESTIVAL



You are cordially invited to participate in what has become one of the fastest growing and most popular festivals in the Northeast, **NEW BRITAIN'S ANNUAL LITTLE POLAND FESTIVAL.**



This popular event is sold out each year and all spaces get filled weeks before the actual application deadline!

Apply early so you don't miss the opportunity to promote your business and your brand to the ever-growing and diverse audience. **OUR LAST EDITION ATTRACTED OVER 35,000 VISITORS.**

**11<sup>TH</sup> LITTLE POLAND FESTIVAL**  
will take place on **SUNDAY JUNE 9, 2024.**  
The application deadline is **MAY 15, 2024.**

## Please note:

- ★ Spaces will be assigned on a **first come, first serve** basis. **Reserve early!**
- ★ Please read the Vendor Application and Contract thoroughly.
- ★ A certificate of insurance will be required. Vendors will not be allowed to participate without it. If you are an individual, send a copy of your homeowner's or Vendor's Insurance Certificate. All documentation must be mailed together with payment.
- ★ To expedite the setup process, **you must be ready for operation by 9:00 a.m.**
- ★ The Festival ends promptly at 7:00 p.m. No sales will be permitted after this time. **You must be completely packed and exit Broad Street by 8:00 p.m.**
- ★ **Loading permits and space assignments will be emailed** to all exhibitors by May 24, 2024, please make sure you provide your e-mail address.



# 2024 LITTLE POLAND FESTIVAL VENDOR APPLICATION FORM



**Sunday June 9, 2024 from 9:00 AM to 7:00 PM**

Vendor / Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(Contact Person) (best way to reach)

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Returning Vendor**                       **New Vendor**

TYPE OF SPAC	SPACE COST	NO. OF SPACES	TOTAL AMOUNT
10 X 10 OPEN SPACE No electricity available	\$275.00		
FOOD VENDOR 10 X 10 Space Additional spaces are extra. No electricity available	\$475.00 per space		
Bona Fide Non-Profit Organization 501C Status	\$175.00		

Please describe your goods or services that you will be promoting during the festival:

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TOTAL COST: \_\_\_\_\_

Signature

**DEADLINE FOR APPLICATION: May 15, 2023. Please include:**

- SIGNED Vendor Application Form
- SIGNED Contract
- Check made payable to **Polonia Business Association**
- Certificate of Insurance

**NOTE: ALL DOCUMENTS MUST BE  
MAIL TOGETHER WITH PAYMENT**

# 2024 LITTLE POLAND FESTIVAL BOTH RENTAL CONTRACT

(PLEASE READ THE CONTRACT THOROUGHLY)



This agreement is made between the **Polonia Business Association**, hereinafter for convenience referred to as the LESSOR, and said

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hereinafter for convenience referred to as the LESSEE. The LESSOR leases to said LESSEE certain space to be used during the **Little Poland Festival (LPF) 2024** upon the following terms and conditions:

1. **Unauthorized alcohol sales** are **NOT** permitted anywhere on **Broad Street** during any time of the **LPF**.
2. The LESSOR reserves the right to place LESSEE anywhere on **Broad Street** at its sole discretion.
3. **NO REFUNDS.**
4. This event is scheduled regardless of weather conditions.
5. **Lessees are not to distribute food or beverages of any kind for public consumption unless proper Health Vendor Certificates are obtained and clearly displayed.**  
(Contact: New Britain Health Department 860-826-3384 or 860 612-5015)
6. LESSEE is responsible for meeting all State and Local regulations, including, but not limited to, building codes, fire codes, health standards and sales permits.
7. Unauthorized microphones, radios, boom boxes or loudspeakers of any type are **NOT** permitted.
8. All vehicles must be removed from Broad Street unloading area by 9:00 a.m.
9. **No vehicles other than Pre-approved Display Vehicles will be allowed on Broad Street at any time.**
10. No smoking is permitted in any tented areas.
11. No generators, compressors, trucks, or other power equipment are allowed during the LPF (unless preapproved)
12. LESSEE shall be responsible for cleanup and trash bins of its leased area at the end of the day, including the removal of any and all rubbish generated by the LESSEE, and shall be financially responsible for any damage to the **“Broad Street Area”** caused by LESSEE’s use.
13. Lessee’s employees and agents are subject to the same rules and regulations as the LESSEE.
14. **RELEASE OF LIABILITY.** The undersigned hereby agrees to release the LESSOR, its officers, agents, employees and volunteers of the City of New Britain, Polonia Business Association and Polish American Foundation of Connecticut from any and all liabilities resulting from, but not limited to, fire, theft, vandalism, loss of life and bodily injury, caused by LESSEE’s participation in the **LPF**.
15. The LESSOR and its governing association expressly assume no liability for any loss or damage suffered by the LESSEE, its servants, agents, employees, and assigns. The LESSEE and its servants, agents, employees, and assigns hereby expressly waive any and all claims for such loss or damages against the LESSOR, the City of New Britain, Polonia Business Association and the Polish American Foundation of Connecticut.

16. The LESSEE hereby expressly agrees to save the LESSOR, the City of New Britain, Polonia Business Association and the Polish American Foundation of Connecticut harmless from any such claim, and hereby agrees to indemnify, and if necessary, to reimburse the LESSOR, the City of New Britain, Polonia Business Association and the Polish American Foundation of Connecticut and its officers, agents, employees and volunteers for any and all costs, expenses and legal fees, and for the payment of any judgment which is obtained against any of them for any such claim.
17. **Business Lessees are responsible for obtaining Product Liability, Workers Compensation, Business Automobile coverages, and Professional Liability. A certificate of insurance must accompany application. Individual crafters must submit a copy of their homeowners, or Event Insurance policy certificate.**
18. The operation of the LESSEE's business is restricted to the space designated to the LESSEE by the LESSOR; LESSEE may **NOT** sublet or assign any portion of the space without approval of LESSOR.
19. The use, for any purpose or in any way, of the name **Little Poland Festival**, the Polonia Business Association, City of New Britain slogans or logos is strictly prohibited without a written agreement authorized by the Polonia Business Association.
20. **You are permitted to tent your 10x10 open space.** However, the tent and all supports must be confined to your space and removed by the close of the Festival. If you would like to occupy a large space additional charges apply.
21. The LESSOR or its designee, at its complete discretion may terminate the **LPF** early because of weather conditions, including, but not limited to, hail, lightening, rain, snow, or sleet. Upon notice of termination of the **LPF**, the LESSEE must vacate its space immediately of said notice. NO refunds will be issued.
22. The LESSOR and its designee have complete discretion in limiting the type of display or product or service that the LESSEE is selling or promoting. If it is determined that such a display or item is out of the character of the LPF, PBA, PAF, then such display and/or items must be removed.
23. The **LPF** ends promptly at **7 p.m.** Breakdown of your display must be started at that time, with **all** items **completely** removed from Broad Street by **8 p.m.**
24. Loading permits and space assignments will be **emailed** to all exhibitors on or before May 24, 2023.
25. The LESSEE must be completely set-up and ready for "business" by 9 a.m. at which time food vendors will undergo an inspection by the health department and no vehicle traffic will be allowed in the festival section.
26. **No Electric Power Will Be Supplied, the LESSEE is responsible for providing their own trash cans and bags, Silly String, Poppers or Firework are not permitted at the festival.**

LESSOR:

LESSEE:

Polonia Business Association  
*Kris Rutkowski*

Signature

**Mail application and documents to:**  
 White Eagle Media / Little Poland Festival  
 55 Broad St. 1st Floor, New Britain, CT 06053  
 E-mail: [LittlePolandFestivalNB@gmail.com](mailto:LittlePolandFestivalNB@gmail.com)  
 Contact: Kris at 860-348-5592

**Information for person signing the contract:**  
 Name: .....  
 Company: .....  
 E-mail: .....  
 Phone: .....