



2024 Apple Festival on the Monroe Green
Saturday, September 7th | 10:00am – 5:00pm
Sunday, September 8th | 10:00am – 4:00pm



VENDOR APPLICATION

REGISTRATION (Event is rain or shine. St. Peter's Grace reserves the right to close the festival in the event of severe weather.)

Name:
Phone:
Email:
Website:
Business Name:
Business Type:
Address:
CT Tax Registration No.:

NEW VENDORS (First-time vendors of the Apple Festival)

Please provide descriptions or photos of ALL items you plan to sell and of your work area:

Blank lines for descriptions or photos

RETURNING VENDORS Attended in 2023 Attended Festival in (Years Attended)

ATTENDANCE FEES Saturday Only = \$150 Sunday Only = \$150
Both Saturday and Sunday = \$180 Additional Fee for Electricity = \$10

\*Early Registration Discount (\$20 off): 2-Day Application Only, Payment (\$160) Must Be Received by July 1, 2024\*

APPLICATION & PAYMENT

- Mail application & check (if applicable): St. Peter's Grace Episcopal Church, 175 Old Tannery Rd, Monroe, CT 06468
Payment Methods:
1. Check: Made payable to St. Peter's Grace Episcopal Church with a memo of "Apple Festival"
2. Secure Online Platform (Transaction fees may apply) Check here for online payment:
a. FaithStreet Giving (Select fund: Apple Festival Vendor): www.faithstreet.com/church/st-peters-episcopal-church-monroe-ct/giving
b. PayPal Donations (Make note of Booth Fee): www.paypal.com/us/fundraiser/charity/1328175

SETUP DETAILS (\*Returning vendors: Effort will be made to place you in or near previous year booth location, but it cannot be guaranteed.)

- Do you have a canopy? Yes No
When will you set up? Friday Saturday Sunday
Where would you like to be (if possible)? Shade Sun Either
Would you like the same spot as last year\*? Yes No
Do you need electricity? (Add fee: \$10) Yes No
If you are working alone, will you need: A break Midday food order

PARKING

Parking at the Fireman's Field Parking Lot located at 706 Monroe Tpke, Monroe, CT 06468 (via Moose Hill Rd entrance).

PLEASE SIGN TO CONFIRM YOUR ACCEPTANCE OF THE APPLE FESTIVAL TERMS FOR VENDORS, STATED IN THIS APPLICATION AND INFORMATION PACKET:

Signature: Date:

For office use only: Paid by: Check # Online Amount Date Received

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## Information for Vendors

St. Peter's Grace Episcopal Church is pleased to inform you that we are planning our annual Apple Festival on the Monroe Green! The 2024 Apple Festival will be Saturday, September 7<sup>th</sup> and Sunday, September 8<sup>th</sup>, rain or shine.

### HISTORY

St. Peter's Grace Episcopal Church has hosted fairs and festivals for over 65 years. Our two-day, annual event in Monroe, Connecticut, receives thousands of fairgoers each year, some from as far away as Hartford and New Haven counties and even surrounding states. In 2023, we had 100+ crafters/vendors, a full-service snack bar, picnic dining area, baked goods for sale, raffles, family-friendly activities, and live music all located on the beautiful, historic Monroe Green. Our festival has been mentioned in the Hartford Courant, Connecticut Post, and Wall Street Journal!

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### POLICY

All applications will be carefully screened by the Apple Festival Committee for space and appropriateness. Please note vendor will be asked to remove any items not approved for sale by the committee or deemed inappropriate. Commercial vendors may be allowed to distribute information only. These commercial vendors will not be allowed to conduct any monetary transactions.

The Apple Festival is held rain or shine. St. Peter's Grace reserves the right to close the festival in the event of severe weather.

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### ATTENDANCE FEES & APPLICATION

#### Fees:

- Two days (both Saturday and Sunday): \$180
- One day (Saturday or Sunday only): \$150
- Electricity: \$10
- Early Registration Discount (2-day application only): \$160 must be received by July 1, 2024

#### Applications & Payment:

- Application is available on the St. Peter's Grace website: <https://stpetersgrace.org/apple-festival/#vendor-info>
- Mail application & check (if applicable): St. Peter's Grace Episcopal Church, 175 Old Tannery Rd, Monroe, CT 06468
- Payment Methods:
  1. **Check:** Made payable to **St. Peter's Grace Episcopal Church** with a memo of "Apple Festival"
  2. **Secure Online Platform** (*Transaction fees may apply*) **Check here for online payment:** \_\_\_\_\_
    - a. **FaithStreet Giving** (Select fund: Apple Festival Vendor):  
[www.faithstreet.com/church/st-peters-episcopal-church-monroe-ct/giving](http://www.faithstreet.com/church/st-peters-episcopal-church-monroe-ct/giving)
    - b. **PayPal** Donations (Make note of Booth Fee):  
[www.paypal.com/us/fundraiser/charity/1328175](http://www.paypal.com/us/fundraiser/charity/1328175)

## **PARKING**

Parking at the Fireman's Field Parking Lot located at 706 Monroe Tpke, Monroe, CT 06468 (via Moose Hill Rd entrance). **Please do not park in the St. Peter's Grace parking lot unless granted permission. Please do not park around the Green or in the other church parking lots to ensure nearby parking for the festival visitors. Thank you!**

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## **BOOTH & SETUP**

### **Booth Locations:**

- Spaces are on a first come, first served basis through registration.
- There is space on our Green for most vendors, but space on the adjoining Gazebo Green can be used if necessary.
- Non-profit and commercial vendors may be placed on the Gazebo Green.
- No guarantees on any booth location can be made. Please indicate any preference on the application.
- Returning Vendors: Effort will be made to place you in or near a previous year booth location.

### **Booth Sizes:**

- 12' x 12' OR 12' x 24' (double fee applies)

### **Booth Setup:**

- Setup is at your own risk.
- We do not provide security through the night and recommend setting up Saturday morning before 9:00 a.m.
- **Sign in** at the Information/Vendor Care Booth upon arrival to receive a registration packet:
  - Located on the Green near the crosswalk from the church (Rt. 111 side)
- **Times** (our volunteers cannot accommodate earlier arrivals):
  - Friday: After 2:00 p.m.-dusk
  - Saturday Morning: 7:00-9:00 a.m.
  - Sunday-only vendors: 5:30 p.m. Saturday through 9:00 a.m. Sunday
- **Guidelines:**
  - Law states that stakes may not be driven into the ground. You must support your display with weights.
  - Electricity is available for a pre-paid fee (\$10) indicated on the application. Outlets become active on sign in, and you must provide your own extension cord.
  - Food sales of any type require a permit through the Monroe Health District at (203) 452-2818 or [health@monroect.org](mailto:health@monroect.org)
  - Please be considerate of traffic flow to other vendors when setting up your display.
  - Canopies are encouraged. St. Peter's Grace does not provide canopies.

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## **VENDOR CARE**

In the event of an emergency, please contact the Information/Vendor Care Booth immediately so we can help. There are also police officers present at the church crosswalk on Route 111 during the festival.

Are you working a booth alone for the day and can't easily leave your booth for a bathroom break or to move your vehicle? Please register for a break time with Vendor Care at sign in and our volunteers may be available to provide assistance.

Questions or Concerns? Please email: [applefestival@stpetersonthegreen.com](mailto:applefestival@stpetersonthegreen.com)

**Please feel free to share the event links on your own sites!**

- [www.facebook.com/AppleFestivalMonroe](https://www.facebook.com/AppleFestivalMonroe)
- [www.stpetersgrace.org/apple-festival](http://www.stpetersgrace.org/apple-festival)