



Norwalk International Cultural Exchange

THE NICE FESTIVAL

NORWALK INTERNATIONAL CULTURAL EXCHANGE

July 2, 2017

Dear NICE Festival Vendor,

We are looking forward to your participation in The 2nd Annual NICE Festival, taking place Saturday July 8, 2017, from 11 AM to 8 PM.

Please note if you are missing any required items such as liability insurance, full payment, and/or deposit you MUST turn it in by Wednesday July 5, 2017. Please refer to the attached vendor list in this email to see what you are missing. Vendors with missing documents will not be allowed into the park.

Location of Venue – Main Entrance (is through the playground across the bridge)
OYSTER SHELL PARK, N. Water Street Norwalk, CT (Across from 77 N. Water Street Norwalk). I-95

I-95 Southbound: Exit 15 (Maritime Aquarium/South Norwalk ramp), turn left onto West Ave, and left onto N. Water. (Reed Street on right, N. Water on left)

I-95 Northbound: Exit 14 : go straight 2 blocks on Reed; Reed turns into N. Water Street at intersection of West Ave. Go straight. The Park's main entrance is at the Playground on the left. Go into playground and walk across the bridge.

Vendor Entrance to the Park - Important

You drive into the park from West Ave: take Butler St off West Ave, then take a right on Crescent St, entrance to the park is to the right after crossing railroad tracks before the Transfer Station. Look for signs

Exit 15 Southbound (Maritime Aquarium/South Norwalk ramp), turn right onto West Ave, right onto Butler St, right onto Crescent continue to cross railroad tracks, park entrance is on the right.

Exit 14 Northbound, go straight 2 blocks on Reed; Turn left onto West Ave, turn right onto Butler St, turn right onto Crescent park entrance is on the right.

Vendor Set-Up

Vendors must arrive and be set-up 2 Hours before opening at 9AM. All vendors must be set-up by 9 AM for health and building department inspection. Vendors can start entering the park at 6 AM. **No vendor will be allowed in after THE 9 AM set up time .**

You will be setting up in your designated **“Vendor Space”** area as specified when you arrive. Booth spaces are clearly marked 10 ‘x 10’ with your name and or number. It is recommended to bring a hand-truck, shims, weights and anything you will need to secure your tent. **Your Vendor space will be marked with your name or a designated number**

You will have the ability to drive directly to your space to unload, after unloading you will exit the park and drive to Matthews Park to park.

We do have some parking spots available on site after you have unloaded. These spots are available on site on a 1st come 1st serve basis. If you leave your vehicle parked on-site you cannot move your vehicle during the entire length of the festival

Bring Your Own Materials

Per the General Vendor Contract you are required to supply your own:

- 10x10 Tent
- Tables
- Chairs
- Electrical Power Supply (Your own generator)
- Medium to Large flag of country/origin of product – Please decorate your booth with your cultural colors. We want to see lots of colors.
- Please ensure you have proper staffing for your booth

Food Booth Vendors Requirement

- All food vendors must have a food permit from the Norwalk Health Department specifically for use at The NICE Festival.
- All food vendors must have proper water hand-washing system
- The Norwalk Health Department will be inspecting to ensure proper food handling per their guidelines prior to festival starting and throughout the day – Vendors that do not comply will be removed from the festival
- All food vendors are prohibited from selling alcohol beverages and water.

Alcohol and Water Sales Restriction

Please be advised that The NICE Festival Organizers reserve all rights to sell alcohol and water –NO EXCEPTIONS.

Break Down Time

The hours of the festival is 11 AM to 8 PM rain or shine. Please adhere to the “Breakdown Time” on Page 3 of the General Vendor Contract

Vendor Parking

Vendors are not allowed to leave their vehicles or trailers in the park. Food Trucks Excepted. After unloading ,vendors must take their vehicles to the Matthews Park parking lot, at 303 West Ave, Norwalk, CT 06850, for Parking. Vendor Parking is behind the Mansion further side of the Stepping Stones Museum. Some on-site parking is available. It will fill up fast, so it’s on a 1st come 1st serve basis

Vendors drive into the Oyster Shell Park through Crescent St, unload, and drive down to Mathews Park. Vendors are prevented from parking in areas that are designated for Handicap, Staff, Artists and EMS.

Your contacts for the day of the event are: Please call when you arrive for further directions or questions.

<i>Peter Bondi</i>	<i>Katherin Chaverra</i>
<i>Logistics</i>	<i>Vendor Cordinator</i>
<i>203 984-4574</i>	<i>(203) 321-9507</i>

Thank you for being a part of this beautiful multi-cultural celebration. We look forward to seeing you on July 8th