

CELEBRATE SAYBROOK VENDOR INFORMATION PACKET

Welcome and thank you for participating in our second annual Celebrate Saybrook Street Party! We are thrilled at the wonderful response we have had to this event and look forward to a successful day for you and a fun day for all event attendees. Please review the following information carefully to help the day run smoothly. Questions before the event? Contact Jennifer Donahue at 860-395-3139 or Jennifer.donahue@oldsaybrookct.gov.

Event Overview

FromYouFlowers is our event sponsor along with the Town of Old Saybrook, Old Saybrook Chamber of Commerce and the Old Saybrook Department of Police Services. Main Street in Old Saybrook will be closed to vehicular traffic beginning at noon and reopen at approximately 8:00 pm. The event will take place Sunday, June 23rd from 2:00 pm – 7:00 pm on Main Street in Old Saybrook. The event space is located between Coulter Street and Sheffield Street and will be blocked off accordingly. ***You are expected to stay for the duration of the event. You may not arrive late or leave early.***

Promotion

We are actively promoting this event to attract a crowd of attendees from around the region and to ensure that you have a profitable day. Our event website is <https://celebratesaybrook.com> and features a listing for you. Last year we were very successful in drawing a crowd and ***we would appreciate it if you would help make this year even more successful by alerting all of your followers to your participation and inviting them to join the fun.*** There is truly something for everyone at this event including live music, family fun and entertainment, craft beer and plenty of shopping and dining options. To make it easy for you to help us, we are attaching ready-made social media images for you to use as well as a link to our Facebook event <https://www.facebook.com/events/776765910837142/?ref=newsfeed>. Please also use the following hashtags to help with promotion: #sayoldsaybrook #celebratesaybrook #celebratesaybrookstreetparty #oldsaybrookct. ***Thank you for spreading the word about Celebrate Saybrook and for being a part of this fun day kicking off the summer season!***

Day of Event Check-In – 51 North Main Street, Old Saybrook

Event check-in will open at 10:30 am and continue until 11:45 am. Please report to the commuter parking lot located at 51 North Main Street to receive your assigned vendor location and to be put in line for access to the event area. ***All vendors will be allowed to proceed together to the event area after the street is successfully closed to other vehicles at noon.***

Unloading

Once you receive your assigned vendor location and are escorted to the event area you may park your food truck for the duration of the event or unload your vehicle for your booth. ***All unloading must be completed by 1:30 pm when all vehicles that are not part of the event must be parked in the designated vendor parking area in the back of the parking lot at 210 Main Street.***

If you have additional materials that you need to retrieve during the day from your vehicle, please call the event contact number to receive help with transportation.

Food Vendors – Temporary Food License

You must have an approved Temporary Food License filed with the Connecticut River Area Health District (CRAHD) **before** the event. ***If you have not already completed this form, a copy is included here and must be submitted to CRAHD no later than June 19th.***

Beer Vendors

All beer vendors will be provided with 800 cups and 600 wristbands. Please issue a wristband to all eligible customers when you serve them if they are not already wearing one. ***You are responsible for checking for identification before issuing a wristband and with determining whether you will serve someone who is already wearing a wristband.*** Cups and wristbands will be distributed to you at the vendor check-in on the day of the event.

If you require extra refrigerated keg storage, please email Jennifer.donahue.@oldsaybrookct.gov. Several Main Street businesses have volunteered to provide this for our beer vendors.

Electrical Needs

Limited electricity is available for vendors. If you requested electrical service, please see the enclosed list of vendors who have been approved for electrical service. You will be provided with an extension cord to bridge the first 100' toward your electrical outlet. ***Please bring your own 100' extension cord to bridge the remaining distance.*** If you do not come prepared with your own 100' extension cord you may not have access to electricity at the event. *****Note: If you are supplying your own power it cannot exceed 60 decibels when running. Please plan accordingly in order to avoid disturbing participants and fellow vendors.***

Wi-Fi

Wi-Fi for your POS needs is being provided free of charge by GoNetSpeed. You will receive an access code with your vendor check-in packet on the day of the event to utilize the Wi-Fi.

Bathrooms

Public bathrooms will be available in two locations on Main Street for all vendors and attendees to use.

Garbage Collection

Garbage cans will be positioned throughout Main Street and emptied on a regular basis throughout the day.

Event/Emergency Contact Information

Contact information for event assistance and emergencies will be provided in your vendor check-in packet on the day of the event.

Event End/Loading

The event will end at 7:00 pm. Once the street is cleared of pedestrians, you can retrieve your vehicles to begin packing up. ***You should plan to complete all pack up and clean up by 8:00 pm in anticipation of the street reopening to vehicular traffic.*** Please be sure to clean up after yourself using the available trash cans.

Event Schedule

Vendor Check-in	10:30 – 11:45 am	51 North Main Street
Street Opens for Vendors	Noon	
Vendor Set-up	Noon – 2:00 pm	
Vendor Vehicles to Vendor Parking	1:30 pm	210 Main Street
Event Begins	2:00 pm	
Wandering Balloons	2:00 – 7:00 pm	Main Street
Astra Studio Dancers	2:00 – 2:15 pm	210 Main Street
Main Stage – Jamie’s Junk Show	2:15 – 4:00 pm	210 Main Street
Small Stage – Jeremy Haddad	2:45 – 3:45 pm	75 Main Street
Jason Tardy – Juggler	3:00 – 3:30 pm	132 Main Street
Stilt Walker	3:00 – 6:00 pm	Main Street
Small Stage – Frank Viele	4:00 – 5:00 pm	75 Main Street
Astra Studio Dancers	4:00 – 4:15 pm	210 Main Street
Jason Tardy – Juggler	4:15 – 4:45 pm	132 Main Street
Main Stage – Soul Sound Revue	4:45 – 6:30 pm	210 Main Street
Small Stage – Seth Adam	5:15 – 6:15 pm	75 Main Street
Event Ends	7:00 pm	
Vendor Breakdown/Clean-up	7:00 – 8:00 pm	
Street Reopens for Traffic	8:00 pm	

Vendors Approved for Electrical Service

Dave Adams	Fox Farm Brewery	Kenneth Mccarty	Rolling Smokehouse, LLC
Nancy Cardone	Cardone & Daughters Automotive	Joan Michaud	LH Brenner/Thompson & Peck
Cathi Carrier	Bella Estetica Spa	Kim Morgan	Shore She Shed
Marc Cerra	Fork in the Road	Bernadette Nguyen	Siagon City
John Cingranelli	Good Karma Café	Devon Oconnor	Dabby's Event Services
Heidi Clark	Johnny Ad's	Nicole Palazzo	Indulge by Palazzo
Adriana Davis	Skadoodlez	Carnetta Parnell	A Clay Zone
Leonard Dibella	Luigi's Restaurant	Jill Peterson	Pursuit of Pastry
Heather Emanuelson	Cuckoo's Nest	Susan Quish	OS Republican Committee
Marni Esposito	Moon Rocks Cookies	Anthony Ruitto	Get Roasted Corn
Richard Fenwick	Fenwick Ice cream	Vanessa Santiago	SweetNess Bites
Marylou Gannotti	Alzheimer's Association	Kevin Staehly	Yankee Cider Company
Bryan Giordano	Organic Fitness	Ben L Vinci	Vinci Concessions
Kristen Griffin	Fire in The Kitchen	Deb Wilkie	OS Lions Club
Sandy Jolon	Get Roasted Potatoes	Lindsay Wolfradt	Foxglove Soap Co
Christopher Stubbs	Massage and Motion	Laura Corning	Monkey Farm
Adrianna Valle	Shoreline Happy Paws	Lynn Hill	Where Memories are Made
Marty Ladd	OS Democratic	Aaron Jiang	AJ Noodle Bar
Kristin Mazziotti	Costco Wholesale	Linda O'Hara	William Raveis Real Estate
Chris Loader	DJ Crazy Chris	Nicole Phaneuf	First Church of Christ
Ron Mavrides	Tiki Sweets and Treats		