Rotary
Club of Derby-Shelton

Shelton Day Vendor Information

Please review thoroughly

We invite all organizations and vendors (profit & non-profit) to promote their work, boost their outreach and funds, and provide a day of fun and pleasure for people of all ages.

The event will always be on the first Sunday in October from 11:00 am to 5:00 pm, rain or shine.

Location: All booths will have an assignment at the Veterans Memorial Park off Canal Street in Shelton, and volunteers will guide you in parking and set-up. We will have signage as well so there will be no confusion about where you are assigned.

Registration and payment can be made online at https://portal.clubrunner.ca/19224/Events/shelton-day-2026 or by mail.

Space assignments & maps will be emailed by Friday before the event.

Checks are payable to: Derby-Shelton Rotary Club and all payments must be received by September 30th – Early Bird payments must be made by August 7th. If payment are not received by September 30th your booth is not guaranteed. **NO PAYMENT WILL BE COLLECTED THE DAY OF EVENT.**

Mailing Address only: Shelton Day c/o Carolyn Dow 296 Huntington Street Shelton, CT 06484	Any Questions contact Carolyn Dow, Chairperson of Shelton Day 203-997-6808 Email: carolyndowrotary@outlook.com

Vendor Set-Up, Parking, Electricity, and Food Guidelines

Set-Up Time: 7:00–9:00 AM

Vendors may begin setting up at 7:00 AM. Main Street closes to vehicles at 7:00 AM sharp, so arrive early. Access is for drop-off only; vehicles cannot remain in the street during setup. Vendors are responsible for bringing their own tables, chairs, signage, and supplies.

Food Permits

Vendors selling edible or prepackaged food (candy, baked goods, spices, coffee, teas, sauces, etc.) must get approval from the Naugatuck Valley Health District, www.nvhd.org. All food vendors must obtain a Temporary Food & Beverage License online Forms & Applications - Naugatuck Valley Health District or call 203-881-3255. Festival space reservations are required in addition to the permit.

Certificate of Insurance (COI)

All food vendors must provide a COI listing the Rotary Club of Derby-Shelton Rotary, P O Box 224, Shelton, CT 06484 as the Certificate Holder, with at least $1,000,000 in general liability coverage (including Products – Comp/OP AGG). COIs are often available at no cost from your homeowner's or business insurance provider. Vendors without a COI may be denied participation.

General Vendor Guidelines – Please Read Carefully

A. Booth Boundaries & Space Assignments

All activity and materials must stay within your 10' x 10' booth. Vendors may not walk the festival handing out materials. Non-vendors doing so will be asked to leave. We aim to avoid over-saturating the festival with similar products or services. Late registrations will be placed at the end of the layout.

B. Booth Size & Setup

Booth's size is 10' x 10' and all tents must be secured with weights. Tents, tables, and chairs are not provided. Rentals available through MitchCo Tent & Party Rentals, Stratford: (203) 556-9445. Vendors exceeding their space will be asked to leave without a refund.

C. Clean-Up

Vendors are responsible for cleaning their area. Bring water and small trash containers for use inside your booth.

D. Conduct

No smoking or alcohol in booths. Pets must be leashed and controlled. Shirts and footwear are always required.

Food Vendor Requirements – Please Read Carefully

1. Application Deadline

Food vendors must submit a complete application—including fees and Certificate of Insurance—at least one week before the event. Fees are non-refundable.

2. Certificate of Insurance (COI)

A COI is required from all food vendors and must be submitted before the event. Vendors who do not provide a COI are at risk of being denied participation.

3. Health Department License:

All food vendors need a valid Temporary Food License from the Stratford Health Department. Cottage Food Licenses may be accepted with approval. Call 203-881-3255 with questions. Apply online at: Forms & Applications - Naugatuck Valley Health District. Submission Timeline: Applications are due 10 business days before the event. Late fees: $25 after the deadline, $50 if fewer than 3 days remain. Late submissions may be denied or Inspections: The Health Department will inspect vendors on-site. Your approved temporary license must be visible.

4. Cooking Requirements:

Fire extinguishers are required for all cooking booths.
Gas grills are allowed but may not be placed under tents or canopies.
The Fire Department will inspect extinguishers and grills on event day.

5. Electricity:

Vendors must bring their own generators if electricity is needed.

6. Clean-Up & Disposal:

Leave your space clean at the end of the day.
Dumping oil or cooking waste is strictly prohibited and will be reported to the police.

Shelton Day Fulfillment Policy

Refund Policy: All application fees are non-refundable. In the event of a State or Federal mandate requiring cancellation of Shelton Day, 50% of the application fee (excluding merchant processing fees) will be reimbursed.

Shipping & Delivery Policy: Vendors are solely responsible for bringing and managing their own equipment and merchandise on the day of the event.

Cancellation Policy: Shelton Day will proceed as scheduled and will only be canceled or postponed if required by State or Federal authorities. No other cancellations will be honored.

Loss or Damage Policy: Shelton Day is not responsible for any loss, theft, or damage to vendor property, materials, merchandise, or equipment during the event. Vendors are encouraged to take appropriate precautions and insurance measures to protect their belongings.

Weather Policy: Shelton Day is a rain-or-shine event. No refunds will be issued due to weather-related conditions unless the event is officially canceled by State or Federal authorities.

Vendor Responsibilities: Vendors are responsible for setting up and dismantling their booths within designated timeframes and must comply with all local health, safety, and permitting requirements. All tents must be secured with proper weights, and booth displays must remain within the assigned space.

Product Exclusivity: We welcome a diverse marketplace and do not guarantee or verify product exclusivity. Vendors with similar or identical products may be accepted.

Health & Safety Compliance: All vendors must comply with local health department regulations. Food vendors must obtain and display the required temporary food permits issued by the Valley Health Department.