



CROMWELL RIVERPORT FESTIVAL

2026 Rules & Regulations

Cromwell Community Events Committee (“CEC”)

Chairman: Steve Wygonowski ~ 860-558-1462

Vice Chairwoman: Rosanna Gylmn ~ 860-830-6548

The Festival will take place at Pierson Park, West Street in Cromwell.

- **There is NO rain date:** The Riverport Festival will be held rain or shine. Please plan accordingly with a cover and/or tent for protection from the elements. In the event any of the activities must be canceled, an announcement will be made that day or in advance as early as possible.
- **Vendor Fees:** A copy of the approved fee schedule is available upon request.
 - Tents, tables, chairs, etc. are the vendor’s responsibility.
 - Electric hook-ups will be available for a limited number of hook-ups. Vendors needing electricity should request and specify their needs. The CEC will make its best effort to meet the needs. It is suggested to supply your own power.
- **Insurance Requirements:** Please supply the CEC with a copy of your Certificate of Insurance which meets the requirements of the Town of Cromwell as specified below:
 - “Applicants will be responsible for holding the Town of Cromwell harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the Municipal Function shall provide a certificate of insurance in the amount of one million (\$1,000,000.00) dollars.”

This certificate should be included with your advance registration; however, it must be made available before the date of the Festival or any registration will be canceled with no refund being made.

- **Set-up and Removal:**
- **Friday, September 25, 2026:** All vendors assigned space in the Festival area must be completely set up by 3:30PM. All vehicles must be removed from the area by 4:00PM with no exceptions. All booth set-ups must remain intact until at least 7:00 p.m. All vendors are welcome to stay open until 9:00 p.m.
- **Saturday, September 26, 2026:** All vendors assigned space in the Festival area must be completely set up by 8:30AM. All vehicles must be removed from the area by 9:00 AM with no exceptions. All booth set-ups must remain intact until at least 7:00 p.m. All vendors are welcome to stay open until 10 p.m. It is **mandatory** that all booths and related materials must be cleared from the area no later than 10:30 p.m.

Vendors planning on using high sidewalls or display panels, a canopy, or a tent should notify the CEC on the registration form. The use of these items is at the vendor’s discretion and any damage to or from these items will be the responsibility of the vendor.

All set-ups are subject to final approval by the CEC. Any last minute decision that day is subject to the approval of the Grounds Coordinator(s).

- **Assigned locations:** Each Riverport Festival participant will be assigned and notified of a specific space for setup by the Grounds Coordinator(s). Participant space assignments are determined by the Festival Committee and there will be no changes made by request of the vendors. The CEC may need to move vendors due to reasons of functionality. Participants switching spaces may be immediately evicted from the Festival without refund.

- **Food and Beverage vendors:** Any vendor cooking and/or dispensing a consumable item must comply with the rules and regulations as set forth by the Health Department of the Town of Cromwell. Those vendors not in compliance will have to make immediate corrections satisfactory to the inspector or be shut down. Out-of-town food vendors must obtain a permit from the Cromwell Health Department.
- **Sale of Unauthorized Goods:** *Any sale of goods not mentioned on the registration form may be just cause for eviction from the Festival without refund.*
- **Merchandise security:** Vendors will be responsible for their own merchandise.
- **Portable toilets and Rest areas:** Portable toilets (including one for the handicapped) will be located on festival grounds in Pierson Park.
- **Parking and Vehicles:** Parking for vendors and CEC workers will be made available and communicated to you a week in advance of the festival.
- **Trash Removal and Cleanup:** Vendors selling soda in cans must provide a container for collecting the cans for recycling. Containers will be provided in several areas for collecting trash. All vendors should monitor trash in their area and help keep the area picked up. A dumpster will be available on the Riverport Festival grounds.
At the end of the day, each vendor and Festival participant will clean their space, bag all rubbish, and deposit it in a dumpster. The dumpster(s) are not meant to hold significant amounts of trash and must be shared with all participants at the festival.
- **Tents and Canopies:** Any participant using their own tent or canopy must use heavy weight tie-down ropes anchored with cement blocks or some material of similar weight. The Grounds Coordinator(s) or appropriate Town Official has the final say as to the safety of any setup.
- **Information Center:** On the day of the Riverport Festival all inquiries should be referred to the designated information booths.

CEC members and support staff will be wearing identifiable attire.

Cromwell Riverport Festival

Rules & Regulations

Acknowledgement Form

- I, _____, of _____, hereby acknowledge that I have read and will abide by the aforementioned rules and regulations of the Cromwell Riverport Festival.
- I, _____ agree to not hold the Cromwell Riverport Festival Committee (Cromwell Community Events Committee) or any of its members, directors, or officers responsible for bodily injury, property damage, or loss of personal property.
-

Signature: _____

Date: _____