

Business Application

Celebrate Wallingford 2017

North Main Street & South Main Street

October 7th & 8th

Are you looking for an excellent way to showcase your business to the public? If so, plan to participate in **Celebrate Wallingford 2017** a two-day outdoor event held in downtown Wallingford that attracts thousands of people. Below please find an application. We would also like you to note that, in fairness to all participating groups and businesses, we have adopted the following rules and procedures to which everyone must strictly adhere:

SALE ITEMS: All sale items must be cleared through *Wallingford Center, Inc* (**Note: Food and beverage sales and or distribution of food and beverage items are not allowed in the civic or business areas.**)

SIGN-UP: Please fill out the form attached & return it to Wallingford Center, Inc., by **August 20, 2017**. **Space is limited and will be reserved on a first-come, first served basis and priority goes to Wallingford businesses and residents.** Only groups who staff their booths for both days will be considered.

COST: The cost of a business booth is **\$225.00**, and must be paid by August 20th. (**Note: There is a \$25.00 fee for returned checks**).

SPACE: Each business will be assigned a specific 10'x10' space, which will accommodate up to three tables. You must bring your own tables, chairs and tents. Each tent must be **freestanding** and cannot exceed 10'x10' and cannot be set up until after 7:30 am Saturday.

SET-UP: Exhibitor set-up time is 7:30 a.m. on Saturday ~ October 7th. No cars are allowed on the site after 9:00 a.m. Please arrange to have a hand truck or other means to move your items to your assigned location, as some spaces may not be accessible by car. After your vehicle is unloaded it must be moved to one of the designated public parking areas. If you choose to leave your booth set up overnight on Saturday, security services will be available – however, you are responsible for your tent and the items stored inside.

CLOSING: Take down of all displays is scheduled for **5:00 p.m.** on Sunday October 8th. **No vehicles are permitted on site before the appointed break down time and you must keep the booth open until the end of the event.** Exhibitors are responsible for cleaning their area after the event.

INSURANCE: Each business must supply a certificate of insurance to participate in the two-day event.

ANY QUESTIONS CONTACT: LIZLANDOW@WALLINGFORDCENTERINC.COM

EVENT IS RAIN OR SHINE!!

Deadlines: August 20th to register

Event hours: Saturday ~ October 7th ~ 11am to 6pm

Sunday ~ October 8th ~ 11am to 5pm

Name of Business.....

The following item(s) will be sold

\$225.00 check enclosed

Tax ID #.....

Name of person responsible for booth.....

Signature.....

Title.....

Address.....

Phone numberFax number

Email address.....

Electricity is required (upon availability) Yes..... No.....

Certificate of Insurance must accompany this application!!

Mail to: Wallingford Center Inc.,

128 Center Street

Wallingford, CT 06492

203-284-1807

No late applications accepted, No refunds will be granted.

Participants who do not adhere to the rules and regulations will be asked to leave.