

Civic Organization Application

Celebrate Wallingford 2018

****North Main Street and South Main Street****

October 6th ~ 11am to 6pm

October 7th ~ 11am to 5pm

We invite your organization to join us for **CELEBRATE WALLINGFORD 2018!!**

There is ***NO CHARGE*** to Civic Organizations - *unless* you are planning to sell items. If you are selling something there is a fee of **\$50.00** for the two days. 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.**)

Here are the rules and procedures governing your organization's participation:

SIGN-UP: Please fill out the attached form & return it to Wallingford Center Inc., by **August 20, 2017**. Check for \$50 must accompany application if applicable. Space is limited and will be reserved on a first-come, first-served basis. Only groups who staff their booths for both days will be considered.

SPACE: Each organization will be assigned a 10x10 space, which will accommodate up to three tables. Each exhibitor is responsible for supplying their own tables, chairs and tent. Each tent cannot **exceed 10'x10'**. ***You must have weights on each leg of the tent – per order of the Fire Marshall. Tent stakes are not permitted.**

SET-UP: Exhibitor set-up time is **7:30 am** on Saturday, **October 6th**. **No cars are allowed on the site after 9:00 am**. 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 chose 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 7th**. **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.

EVENT IS HELD ~ RAIN OR SHINE!!

Event hours: Saturday ~ Oct. 6th ~ 11am to 6pm

Sunday ~ Oct. 7th ~ 11am to 5pm

Name of Organization

Tax ID #

We will not be selling a product.....

We will be selling the following item(s).....

If selling something\$50.00 check enclosed

Signed.....Title.....

Address.....

Phone.....Fax.....E-mail.....

We require Electricity (upon availability) Yes.....No.....

Mail to Wallingford Center Inc. -128 Center Street, Wallingford, 06492

DEADLINES: August 20th to Register

Any questions please call ~Wallingford Center Inc. @ 203-284-1807 or e-mail:
lizlandow@wallingfordcenterinc.com