



Business Application
Celebrate Wallingford 2023
North Main, South Main, & Center Street
October 7th & 8th
(Early Bird Registration)

Are you looking for an excellent way to showcase your business to the public? If so, plan to participate in **Celebrate Wallingford 2023**, a two-day outdoor event held 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, food, and beverage sales must be cleared through Wallingford Center Inc. Wallingford Center reserve the right to have multiple vendors selling similar items.

SIGN-UP: Please fill out the attached form & return it to Wallingford Center Inc. by **August 1, 2023**. **Space is limited and will be reserved on a first-come, first-served basis with priority going to Wallingford businesses and residents.** Only organizations that staff their booths for both days will be considered.

COST: The cost of a business booth is **\$275.00** and must be paid by August 1st. **(There is a \$35.00 fee for returned checks).**

SPACE: Each business will be assigned a specific 10'x10' space, accommodating up to three tables. You must bring your tables, chairs, and tents. (Mr. Tent is available to rent the equipment from). Each tent must be **freestanding**, cannot exceed 10'x10', and cannot be set up until after 7:30 am on Saturday. **Tents must have weights on all four corners per the order of the Fire Marshal. A link will be provided to purchase the appropriate recommendations for tents.** WCI reserves the right to move a business the day of the event for any reason if needed.

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 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: Takedown of all displays is scheduled for **5:00 p.m.** on Sunday, October 8th. **No vehicles are permitted on site before the appointed breakdown time, and we ask that you 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.

THE EVENT IS RAIN OR SHINE

Deadlines: August 1, 2023

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

Sunday, October 8th ~ 11 am to 5 pm

Name of Business.....

The following item(s) will be sold

\$275 check enclosed

Tax ID #.....

Name of person responsible for booth.....

Signature.....

Title.....

Address.....

Phone numberCell number

Email address.....

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

A certificate of insurance must accompany this application!

Tent weights link- <https://www.google.com/search?q=tent+weights&ie=UTF-8&oe=UTF-8&hl=en-us&client=safari>

Mail to: Wallingford Center Inc.
128 Center Street
Wallingford, CT 06492
203-284-1807

IF YOU HAVE ANY QUESTIONS, CONTACT: WCI@WALLINGFORDCENTERINC.COM

No late applications are accepted. No refunds will be granted. Participants who do not adhere to the rules and regulations will be asked to leave.