

Civic Organization Application

Celebrate Wallingford 2023

****North Main Street, South Main Street and Center Street****

October 7th ~ 11am to 6pm

October 8th ~ 11am to 5pm

We invite your organization to join us for **CELEBRATE WALLINGFORD 2023!**

There is **\$50.00** fee for Civic Organizations for 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 1, 2023**. Check for \$50 must accompany the application if applicable. **Space is limited and will be reserved on a first-come, first-served basis with priority going to Wallingford businesses and residents.** 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'**. ***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.**

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

SET-UP: Exhibitor set-up time is **7:30 am** on Saturday, **October 7th**. **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: Takedown of all displays is scheduled for 5:00 p.m. on Sunday, **October 2nd**. **No vehicles are permitted on site before the appointed break downtime 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. 7th ~ 11am to 6pm

Sunday ~ Oct. 8th ~ 11am to 5pm

DEADLINES: August 1st to Register

Name of Organization

Tax ID #

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

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

(If you are selling wrapped food items must have a Cottage License. Please include w/ application)

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

Address.....

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

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

Any special requirements

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 St., Wallingford, CT 06492

(203) 284-1807

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.

Thank you!