

Civic Organization Application
Celebrate Wallingford 2014

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

October 4th ~ 11am to 7pm

October 5th ~ 12pm to 5pm

We invite your organization to join us for **CELEBRATE WALLINGFORD 2014!!**

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, 2014**. 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. You must bring your own tables, chairs and tent. Each tent must be **freestanding and cannot exceed 10'x10'**.

SET-UP: Exhibitor set-up time is 7:30 am on Saturday, October 4th. **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 5th. **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.