



34<sup>th</sup> Annual

# NON-PROFIT EXHIBITOR INFORMATION

**Application Deadline: April 10**

An electronically fillable application form is available at [CelebrateWestHartford.com](http://CelebrateWestHartford.com)

**June 6 & 7, 2020**

Saturday: 10 AM-6 PM | Sunday: Noon-6 PM

Dear Non-Profit Organization,

Now is the time to secure your place in West Hartford's premier community event! The 34<sup>th</sup> annual Celebrate! West Hartford will be held June 6 & 7, 2020. We hope you will take this opportunity to promote your organization with the Town.

Celebrate! West Hartford is a highly attended, annual tradition that promotes, embraces and celebrates community life. It offers civic and service organizations, recreation groups and charitable foundations a way to increase public awareness of and/or raise funds for their important work. Attracting nearly 40,000 people each year, Celebrate! also provides residents and visitors with a wide range of family activities including an award winning juried arts & crafts show, great food, entertainment, games, rides, a certified 5K Run/Walk and Kids Fun Run.

Don't miss out. Space is limited, so we encourage you to REGISTER EARLY. Complete the enclosed application form and send it today! Your application must be received by April 10, 2020, to secure a space and ensure that you'll be included in the Celebrate! West Hartford program. If you have any questions, call 860-561-7512 or visit our website at [www.CelebrateWestHartford.com](http://www.CelebrateWestHartford.com). We hope we can count on your participation!

For the Celebrate! West Hartford Committee,  
Mary Alexander, Event Chair  
Linda Geisler, Event Director

**Application Deadline — April 10, 2020**  
*(\$50 late fee after deadline, subject to availability.)*

**Qualifications:** Space will be limited to organizations serving West Hartford and possessing a non-profit 501(c)(3) tax number. Final approval of all participants will be at the discretion of the Celebrate! W.H. Committee.

**Application & Payment Deadline:** To ensure space availability and your organization's listing in the event program, the deadline for applications and payment is April 10, 2020. Payment may be made by credit card, check or money order. Please make check payable to Town of West Hartford-CWH. Late fee of \$50 will be charged for applications hand-delivered, postmarked or emailed after the deadline.

**Booth Locations:** Locations will be determined by the organization's activity at the discretion of the Committee.

**Activities & Promotions:** We encourage you to draw visitors to your booth with fun and interesting activities. Please share the details of your planned activities, give-aways, sales and the like on the application (or by April 10) for approval by the Committee. We will highlight activities in our pre-event promotion.

**Serving Food:** If you plan to serve or sell food, you must be approved to do so by the Committee. Additionally, you must apply for a Temporary Food Permit with the WH-Bloomfield Health District (860-561-7900) which requires a separate permit fee of \$50.

**Electricity:** Electricity is available for a charge on a limited basis. Event staff must be aware of each item drawing electricity to ensure safety and supply. Look on appliances' tags for required amp/watt usage information and be sure to note it on application form.

**Insurance:** Exhibitors must hold a General Liability policy of \$1,000,000 each occurrence and provide a **Certificate of Insurance** which is endorsed to include the Town of West Hartford as an Additional Insured for the dates of the event. Workers' Compensation must meet statutory requirements in Connecticut (or applicable state law). An **Additional Insured Endorsement** is also required to participate (Blanket AI Endorsements are acceptable). Insurance documents must be submitted by May 1. Call 860-561-7485 for questions.

**Security and Liability:** Security will be onsite on Saturday night. Participants may leave their set-up overnight, however, goods must be removed or left at the participant's risk. Refer to Liability Waiver on the Application Form.

**Parking:** We are grateful for the sponsorship of Figure Eight Properties which provides two (2) free parking permits for non-profit staff and volunteers in the Town Center Garage at 29 South Main Street. When a shift ends, a vehicle must be moved to make room for replacement staff. Additional passes may be distributed on a limited basis.

**Rain or Shine:** In the event of rain, every effort will be made to proceed as planned. Therefore, special consideration should be made by each participant to prepare for such a circumstance. Event staff will notify and direct exhibitors in the case of expected lightning or other dangerous weather conditions.

**Town Ordinance:** Smoking, vaping & alcohol use are NOT ALLOWED on the grounds of West Hartford Town Hall.

**Questions:** Please call Linda Geisler, Event Director, at 860-561-7512 or email [Linda.Geisler@WestHartfordCT.gov](mailto:Linda.Geisler@WestHartfordCT.gov).

**Celebrate! West Hartford | 50 South Main Street, Room 128 | West Hartford, Connecticut 06107**

**Tel: 860-561-7512 | Fax 860-561-7519 | [Linda.Geisler@WestHartfordCT.gov](mailto:Linda.Geisler@WestHartfordCT.gov) | [www.CelebrateWestHartford.com](http://www.CelebrateWestHartford.com)**



June 6 & 7, 2020

# NON-PROFIT EXHIBITOR APPLICATION

**Deadline: April 10 for Registration & Payment**

An electronically fillable form is available at [CelebrateWestHartford.com](http://CelebrateWestHartford.com)

Please refer to Non-Profit Exhibitor Information form for additional details & requirements.

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel.#: \_\_\_\_\_ Email: \_\_\_\_\_ Non-Profit 501(c)(3)Tax ID# \_\_\_\_\_

Onsite Contact (during event): \_\_\_\_\_  
Cell # \_\_\_\_\_  
 Saturday & Sunday    Saturday Only    Sunday Only  
*Please note, the fee is the same whether you participate one day or both days.*

### SELECT EXHIBITOR CATEGORY & TENT SIZE:

Registration includes a white canopy tent. Exhibitors may not supply their own tent.

	10x10' Tent	10x20' Tent	FEE
<input type="checkbox"/> We will provide a Free Activity and/or Information.....	<input type="checkbox"/> \$235	<input type="checkbox"/> \$375	
<input type="checkbox"/> We will charge for an Activity, Goods, Prize Drawing, Memberships or Solicit Donations .....	<input type="checkbox"/> \$325	<input type="checkbox"/> \$550	\$ _____
<input type="checkbox"/> We will be part of the Food Court charging for prepared food.....	<input type="checkbox"/> \$350	<input type="checkbox"/> \$600	

### DESCRIBE ACTIVITIES, GIVE-AWAYS, FOOD ITEMS:

#### ORDER TENT WALLS: @ \$15 each

10' canvas walls are available to enclose/separate booths. Indicate number wanted according to guide below.

# Walls for 10' Tent: Back only = 1; Sides Only = 2; Back & Sides = 3; Fully enclosed = 4

# Walls for 20' Tent: Back only = 2; Sides Only = 2; Back & Sides = 4; Fully Enclosed = 6

# Walls: \_\_\_\_\_ x \$15 \$ \_\_\_\_\_

#### ORDER CHAIRS: @ \$3 each

# Chairs: \_\_\_\_\_ x \$3 \$ \_\_\_\_\_

#### ORDER 8' TABLES: @ \$15 each

# Tables: \_\_\_\_\_ x \$15 \$ \_\_\_\_\_

#### REQUEST ELECTRICITY: @ \$50 each—Each electronic requires a single 20 amp outlet.

**Event staff must be aware of each item requiring electricity to ensure supply and safety.**

List type of Appliance, Amps & Watts:

# Outlets: \_\_\_\_\_ x \$50 \$ \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

**ADD LATE FEE (\$50 after April 10)** ..... \$ \_\_\_\_\_

**TOTAL DUE:** ..... \$ \_\_\_\_\_

**PAYMENT INFO:**  Check or Money Order # \_\_\_\_\_ (Payable to Town of West Hartford—CWH) Enclosed  Sent separately   
 Credit Card (VISA or MasterCard Only) Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CSV: \_\_\_\_\_

Name: \_\_\_\_\_ Billing Street: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**ORDER PARKING PERMITS:** Figure 8 Properties provides two free parking permits during the event for non-profit workers and volunteers at 29 S. Main St. We will try to accommodate requests for additional permits. **TOTAL # Permits Needed:** \_\_\_\_\_

### PROVIDE INSURANCE DOCUMENTS: Due May 1

Questions about insurance requirements? Call 860-561-7485.

- Certificate of Insurance** — Exhibitors must hold a General Liability policy of \$1,000,000 each occurrence, which is endorsed to include the Town of West Hartford as an Additional Insured. Workers' Compensation must meet statutory requirements in Connecticut (or applicable state law).
- Additional Insured Endorsement** — Blanket AI Endorsements are acceptable.

I will send the insurance documents listed above by May 1, 2020 to Celebrate! West Hartford at the address, email or fax at the bottom of this form.

### ACCEPT LIABILITY WAIVER:

I bring to, keep and remove my property (including but not limited to, goods, tables, tents, vehicles, trailers or RVs) from the event at my sole risk. I knowingly, intelligently and voluntarily assume sole responsibility for me, my property, and persons working for or volunteering on my behalf. I shall hold harmless the Town of West Hartford, its officials, officers, agents, employees, representatives and sponsors, for all liabilities as a result of any action, claim, costs, damages, judgments, litigation costs, attorneys' fees, penalties or fees for bodily injury and property damage sustained by any person or concern caused in whole or in part by me, my goods and services, and persons working for or volunteering on my behalf at this event. All applicants are subject to approval by the CWH Committee.

I understand and accept all the terms and conditions in this Agreement.

Duly Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_