

NORWOOD DAY 2019

Saturday, September 7th 9:30am-2:30pm
"A Fun-Filled Community Event!"

Booth Registration Application

OFFICE USE ONLY

Date Received: _____ Booth #: _____
Check #: _____ or Cash: _____ Electricity: ___ Yes ___ No
Amount: _____ BofH Permit Required: ___ Yes ___ No
If yes, permit #: _____

PLEASE TYPE OR PRINT LEGIBLY

Group/Business: _____ Town/City of Business: _____
Individual Name (Person Responsible for Booth): _____
Address: _____ Town/City: _____
Zip Code: _____ Business Phone #: _____
Home #: _____ Cell #: _____
Email: _____

*****New Booth Applicants: We do not guarantee a spot until we hear back from returning applicants which are due by June 1st, 2019**

Did you have a booth last year? ___ Yes ___ No If yes, what was the booth #? _____

Is your business located along Washington Street? ___ Yes ___ No

Please Note: We make every effort to insure store fronts get placed in front of their business. It is not guaranteed that you will receive the same booth placement as prior years.

Do you require electricity? (Limited sites available on first-come, first-served basis– add \$10.00) ___ Yes ___ No

For what purpose will electricity be used (REQUIRED)? _____

One (1) 110 watt, traditional outlet is provided for those who purchase electricity.

What are you selling or giving out at your booth (please list and if nothing, write N/A. See information below for rules and exclusions):

(Any food, beverage or item consumed by mouth must attain a Board of Health permit). **A copy of the permit must be submitted to the Norwood Recreation Department by September 1st or you could forfeit your booth registration.**

This event will take place from the Norwood Common, through the uptown Washington Street area to Guild Square (including East Cottage Street). Your booth location will be determined by the Norwood Day Committee when this application is received, processed and approved. **Applications will not be processed without detailed information and pictures of items to be displayed on table.**

- Knock-off items, toy guns, Frisbees, sport balls, air horns, shaving cream, silly string or other objects seen as questionable by the Norwood Day Committee may not be sold or distributed. Only items listed on this application may be sold or distributed.
- Any vendors providing food or items for consumption, prepared or otherwise, must obtain a Board of Health permit by August 1st. Board of Health can be reached at 781-762-1240. This includes water, gum, candy, etc.
- All booths receive a 10' x 10' area. **No information or pamphlets may be distributed outside your booth area.** All items and people associated with your business must remain within the 10' x 10' booth space or you will be asked to move.

- We recommend that all vendors bring a 10' x 10' pop-up tent (not 12x12—you will be asked to take it down). The committee will provide one 8' table and two chairs per booth. Should you need additional space, we suggest you secure a second booth. **Please be sure that your pop-up tent has straight legs!**
- All vendors must set up at least one hour prior to the start of the event and vendors **MUST** be present for the entire duration of the event. Failure to stay for the entire duration will result in not being included in future Norwood Day events.
- Vendors must be packed up within 45 minutes after event concludes so streets can be cleaned and businesses can be accessible.
- **Applications must be completely filled out in its entirety and legible.** For businesses, W-9 may be requested by the Norwood Day Committee.
- **Event is rain or shine and we do expect everyone show regardless of the weather. Last minute cancellations must call to notify.**

Priority is given to Norwood residents, businesses and store fronts. Applications will not be processed without payment in full, for the correct amount as listed below. *Submission of application does not guarantee a booth.* **The Norwood Day Committee will review all applications and you will be notified if you are accepted in the form of letter by early August.**

Event will take place Rain or Shine. Only in severe weather, will event be cancelled.

FEE STRUCTURE (Sorry, no refunds)	Postmarked on or before July 15, 2019	Postmarked after July 15, 2019	Electricity
Student Groups & Non-Profit Organizations	\$45.00	\$55.00	Plus \$10.00
Norwood Business & Individual	\$70.00	\$80.00	Plus \$10.00
Non-Norwood Business & Individual	\$135.00	\$160.00	Plus \$10.00

The money raised will be used to partially defray the cost of the event. Please make your check payable to **NORWOOD DAY COMMITTEE**. Checks and applications can be dropped off at the Norwood Recreation Department during normal business hours, or mailed to: **Norwood Day, c/o Norwood Recreation Department, 165 Nahatan Street, Norwood, MA 02062.**

Should you have any questions, feel free to contact the Norwood Recreation Department, 781-762-0466. The Norwood Day Committee does not offer any refunds or credits for inclement weather or cancellations.

By signing below, I agree to the policies outlined in the 2019 Norwood Day application.

Applicant's Signature

Date

NOTES: