

STONEHAM CHAMBER OF COMMERCE

37TH ANNUAL

stoneham
town day

SEPT. 18TH 2021 | 11:00AM-4:00PM

STONEHAM TOWN COMMON

**EXHIBITOR REGISTRATION
& INFORMATION**

EVENT OVERVIEW

The Stoneham Chamber of Commerce Town Day Committee look forward to your participation in the 37th Annual Town Day, Sat., Sept 18 from 11AM to 4 PM (Rain Date: 9/19). Town Day was established to celebrate and showcase the town and its business, recreation, artistic, cultural and non-profit communities. Your attention and adherence to the following guidelines are essential to Town Day's success. Please direct all inquiries to Megan Day at (781) 438-0001 or megan@stonehamchamber.org.

RESERVATION POLICY

Reservations are accepted on a first come first paid basis, with Town Day's overall best interest the focus. As always, we cannot accept specific space requests. You will receive an email about a week prior to Town Day with you space location and all other pertinent information, including entry, set-up and exit instructions. Please make sure to check your email for space assignments and instructions for the day. Your activity/food plan is required on the application at the time you submit it.

PAYMENT

Acceptable methods of payment are VISA, MasterCard and American Express. If you would rather have payment processed over the phone, please call (781) 438-0001. Checks can be made out to the Stoneham Chamber of Commerce and mailed to 335 Main Street, Suite 202, Stoneham, MA 02180. Please note, no space is guaranteed until payment is made. Additionally, if you reserve a space at the Chamber Member rate, your account must be in good standing. If your membership has lapsed, your space is not guaranteed until you renew your membership or pay the non-member fee.

There will be a \$50 late fee assessed to all applications received after August 15, 2021. Because there is an event rain date, there will be no refunds if the event is postponed due to severe inclement weather.

FOOD SERVICE

If you are planning to sell/serve food, you **MUST** contact the Stoneham Board of Health (781-279-2621) and complete paperwork for a one-day license. The necessary forms can be found online: <https://www.stoneham-ma.gov/DocumentCenter/View/4442/Town-Day> and all necessary paperwork must be completed prior to Town Day. The BOH will ensure compliance and has the authority to shut down any operation that has not been sanctioned by their office.

GENERAL INFORMATION

The fee is for the space only. We do not provide tents, tables or chairs unless you have ordered them on the registration form. Each Space is 10' x 10' and there is a limit of two (2) spaces per participant. Your set up must fit this space. Use of a personal tent/canopy is permitted, but it must be self-standing –stakes or poles may not be driven into the ground. All tents must be tied down on all corners with adequate weights such as sandbags or one gallon water jugs. If your tent/canopy does not meet these requirements, you will not be allowed to use it. Tents, tables and chairs rented through the Chamber will be delivered and set up by 9:00AM on the day of the event. The use of a generator must be pre-approved. If you are selling food, merchandise, chances in a raffle, etc., your prices must be clearly posted.

PROHIBITED ACTIVITIES

It is important to the Chamber of Commerce that Stoneham Town Day remain a family-friendly, enjoyable safe event for ALL who attend.

- No materials that can be perceived as negative or an attack on an individual and/or a group will be permitted to be posted and/or distributed.
- No hair-cutting, aerosol products, silly string, bomb bags or pop caps are allowed.
- If your activity is “active” and/or cannot be contained to the space size, prior approval must be obtained from the committee each year. This
- includes distribution of materials to participants.

Please note: By registering your business/organization on the following page, you agree to abide by the guidelines and regulations set forth by the Stoneham Chamber of Commerce. Thank you!

Exhibitor Registration

Thank you for your interested in Stoneham Town Day! Please note payments and reservations made after August 15 will be subject to a \$50 late fee and no space is guaranteed until payment is made. To complete this form and payment online, please visit stonehamchamber.org/town-day. Questions? please contact Megan Day at megan@stonehamchamber.org or 781-438-0001. Thank you!

Organization/business name: _____

Address: _____ City: _____ State: _____ Zip: _____

Website: _____

Contact first name: _____ Last name: _____

Phone number : _____ Email address: _____

What type of activity are you offering?

We are providing: food ____ entertainment ____ information about a service ____

Other _____

Briefly describer your business/organization and what you will be promoting/selling?

Would you be interested in offering a 15 minute demonstration during the day (e.g. karate, dance, product demonstration, etc.)

Do you have any specific requests, needs or questions you would like answered regarding the event?

EXHIBITOR TYPE: Please indicate which type of exhibitor you are and the number of spaces you would like.

- ___ Member Registration: Retail/Business (\$125.00)
- ___ Member Registration: Food Vendor (\$150.00)
- ___ Member Registration: Civic or Non-Prof Org (\$100.00)
- ___ Non-Member Registration: Retail/Business Space (\$275.00)
- ___ Non-Member Registration: Food Vendor (\$300.00)
- ___ Non-Member Registration: Civic or Non-Profit Org (\$125.00)
- ___ Non-Member Registration: SHS Youth Group (\$75.00)
- ___ Town of Stoneham Committee, Board or Department (\$0.00)

ADD ONS: Tent, Table and Chair Rental Options/Purchase Second Space
Rented tables, tents and chairs are set up/broken down for you

___ 30 X 96 Table with 2 Chairs: \$35 ___ Tent: \$70

SPONSORSHIP LEVELS FOR TOWN DAY 2021

___ **Title \$2,250:** Includes prime location; photo opportunities before, during and after event, immediate and continuing publicity as title and topline sponsor in radio ads, press releases, event eblasts, the weekly Chamber News email, The Chamber Speaks newsletter and program fliers, continued website and social media exposure both before and after event, logo prominently displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day, special stand sign featuring sponsorship designation at your exhibitor space, event announcements throughout the day; and logo on event swag and volunteer shirts. Three available.

___ **Platinum \$850:** Includes presenting sponsorship, prime location, immediate and continuing publicity in press releases, event eblasts, the weekly Chamber News email, The Chamber Speaks newsletter and program fliers; continued website and social media exposure both before and after event; logo prominently displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day; special stand sign featuring sponsorship designation at your exhibitor space; event announcements throughout the day; and logo on event swag and volunteer shirts. Ten available

___ **Activity \$500:** Select from a menu of activities to sponsor including face painting, balloon art, lawn games, etc. that will be organized by the Chamber and run by a professional on your behalf. Acknowledgement at the table, in the program, social and print media.

___ **Gold \$500:** This sponsorship includes publicity in press releases, event eblasts and program fliers; website and social media exposure; name displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day, special stand sign featuring sponsorship designation at your exhibitor space; event announcements throughout the day and name on event volunteer shirts.

___ **Silver \$250:** This sponsorship includes publicity in press releases, event eblasts and program fliers; website and social media exposure; name displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day, special stand sign featuring sponsorship designation at your exhibitor space.

___ **Bronze \$100 :** This sponsorship includes publicity in press releases, event eblasts and program fliers; website and social media exposure.

PAYMENT

Total Payment Amount: _____

___ Check (Please make check out to Stoneham Chamber of Commerce)

___ Credit Card (VISA, MC or AmEx) No. _____ Exp. Date _____ CVC _____

Please return this completed form to: 335 Main Street, Suite 202, Stoneham, MA 02180