

STONEHAM CHAMBER OF COMMERCE

stoneham town day

SATURDAY, SEPT. 21, 2024, 11:00 AM - 4:00 PM
STONEHAM TOWN COMMON



40
YEARS

MORE
HAPPENS
HERE.

Stoneham, MA

STONEHAMCHAMBER.ORG

The Stoneham Chamber of Commerce is excited for Town Day to return to the Town Common on Saturday, Sept 21 from 11AM to 4 PM (rain or shine). We hope you will join us! Town Day was established to celebrate and showcase Stoneham and its business, recreation, artistic, cultural and non-profit communities. In our 40th year, we are proud of how the event has grown and has become the signature event for the Chamber, drawing as many as 10,000 participants annually.

Information About Being a Town Day Exhibitor

REGISTRATION

Your registration fee covers a 10' x 10' space only and does not include canopies, tables, or chairs unless you have ordered them through the Chamber. Use of a personal tent/canopy is permitted, but it must be self-standing and only weights are allowed to anchor to the ground. Stakes and poles are prohibited. Canopies, 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. If you are planning to sell/serve food, you must receive a one-day temporary food permit through the Stoneham Board of Health. You can complete this form here: stonehamchamber.org/temporary-food-service-permit/. The necessary forms will be sent to you and all necessary paperwork must be completed by September 4th to guarantee inclusion.

It is important to the Stoneham Chamber that Stoneham Town Day remain a family-friendly, enjoyable safe event for ALL who attend. For that reason, the following is not permitted:

- 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 toy or real weapons of any kind;
 - No hair-cutting or aerosol products;
 - No silly string, bomb bags or pop caps are allowed;
 - and/or 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.
- If you are found distributing or selling prohibited items, you will be asked to leave immediately.

RESERVATION POLICY

- **If your membership has lapsed, you may not take advantage of membership rates.** Reservations are accepted on a first come, first paid basis, with Town Day's overall best interest the focus. This is non-refundable.
- We cannot guarantee specific spaces, but will do our best to accommodate your request.
- You will receive an email about a week prior to Town Day with your space location and all other pertinent information, including entry, set-up and exit instructions.
- A \$50 late fee will be assessed for all registrations submitted after Friday, August 30, including town departments and committees.

PAYMENT

Acceptable methods of payment are credit card, Venmo and check. 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. There will be a \$50 late fee assessed to all applications received after August 30, 2024. Because this is a rain or shine event, there will be no refunds issued.

Exhibitor Registration

To complete this form and payment online, please visit stonehamchamber.org/town-day.

Organization/business name: _____

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

Website: _____ Email address: _____

Contact: _____ Day of event contact (if different) _____

What type of activity are you offering? (Select all that apply)

Food ____ Entertainment ____ Information about a service ____ Selling a product ____ Other _____

Will you have any sort of amusement item in your space (e.g. speed pitch, inflatable, etc.)?

Briefly describe 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.

Chamber Member Registration

- ____ Retail/Business (\$135)
- ____ Food Vendor (Retail/Business) (\$160)
- ____ Civic Group or Non-Profit Organization (\$110)
- ____ Food Vendor (Civic/Non-Profit) (\$135)

Non-Member Registration:

- ____ Retail/Business (\$235)
- ____ Civic Group or Non-Profit Organization (\$160)
- ____ Food Vendor (Retail/Business) (\$260)
- ____ Food Vendor (Civic/Non-Profit) (\$185)
- ____ Stoneham High School Youth Group (\$75)
- ____ Town Committee, Board or Department (\$0)

RENTAL OPTIONS

Rented tables, tents, and chairs are set up/broken down for you. Please indicate quantity if renting more than one item below.

___ 6 Foot Table \$25 ___ Folding Chair \$5 ___ 10X10 Canopy \$70

Sponsorship Opportunities

___ Presenting \$2,500 (\$3,000 Non-Member)

Includes two spaces, canopies, tables and chairs in a prime location, immediate and continuing topline publicity in press releases, event e-blasts, the bi-weekly ChamberNews email, The Chamber Speaks newsletter and program fliers; continued website and social media exposure both before and after event; logo displayed on top of 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. Industry exclusivity for presenting sponsors. Three available.

___ Platinum \$1000 (\$1,200 Non-Member)

Includes canopy, table and chairs in a prime location, immediate and continuing publicity in press releases, event e-blasts, the bi-weekly ChamberNews 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.

___ Gold \$750 (\$900 Non-Member)

Publicity in press releases, event e-blasts 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.

___ Silver \$500 (\$600 Non-Member)

Publicity in press releases, event e-blasts 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 \$250 (\$300 Non-Member)

Publicity in press releases, event e-blasts and program fliers; website and social media exposure.

PAYMENT INFORMATION

Total Payment Amount: _____

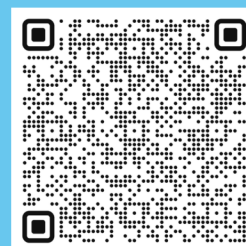
___ Check (Please make check out to Stoneham Chamber of Commerce)

___ Venmo (@StonehamChamber)

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

Exp. Date _____ CVC _____ Billing Zip Code _____

___ Please send me an invoice for processing.



Please return this completed form to: Stoneham Chamber of Commerce at 335 Main Street, Suite 202, Stoneham, MA 02180.