

## **IMPORTANT INFORMATION**

June, 2009

Dear Friend:

The Stoneham Chamber of Commerce and its Town Day Committee look forward to your participation in the **26<sup>th</sup> ANNUAL STONEHAM TOWN DAY, SATURDAY, SEPTEMBER 12, 2009, from 11AM to 4 PM.**

A space reservation form is enclosed. Reservations are accepted on a *first come paid basis*, with Town Day's overall best interest the focus. As always, we cannot accept any specific space requests. Remember, every space is a good space! And, the decision of the Town Day committee is final. You will receive a mailing about *ONE WEEK* prior to TD with *your space location* and all other pertinent information, *including ENTRY, SET UP and EXIT INSTRUCTIONS.* Please be sure to read this information carefully and share with your co-workers. It is imperative that we all comply with the rules to ensure that set up runs as smoothly as possible.

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 the Chamber office.

- Reservations **deadline** is **August 1, 2009**. Requests received after that date will be honored only when all timely requests have been fulfilled. Last year, spaces were sold out early! *There will be a \$50 late fee assessed to all applications received after August 1, 2008.*
- Your **ACTIVITY/FOOD PLAN** is **REQUIRED** on the application at the time you submit it. *If your application does not contain this information it will not be honored.*
- If you are planning to **sell/serve food**, you **MUST** contact the **Stoneham Board of Health** (279-2621) immediately and complete paperwork for a one-day license. There is no license fee for non-profits, **BUT YOU MUST COMPLETE THE PAPERWORK!** THIS IS A **MUST AND WILL BE PURSUED BY THE BOARD OF HEALTH!**
- Each Space is 10' x 10'. **Your set up MUST fit this space.**
- Use of a tent/canopy must be noted on the application where requested. It must be self-standing –*stakes or poles **may not*** be driven into the ground. If your tent/canopy does not meet these requirements, you will not be allowed to use it.
- Fee is for **SPACE ONLY**. We **DO NOT** provide tents, tables, chairs or set ups.
- Limit of two (2) spaces per participant.
- For greatest success, keep your activity/product affordable for everyone.
- This is a PROMOTIONAL opportunity. Suggestions include DRAWINGS, GIVEAWAYS, RAFFLES, and COUPONS - anything that will keep people interested in your organization/business all year long!
- **NO HAIRCUTTING, 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.
- YOU MUST **POST ALL PRICES**. *This is an absolute requirement.*
- Use of a **GENERATOR must be** PRE-APPROVED!

With our regards and appreciation for your interest, support, cooperation and participation,

*Anthony Clark, Chairman  
DCS Services, Inc.  
Sharon Iovanni, Executive Director  
Stoneham Chamber of Commerce*





RESERVATION FORM  
 26<sup>th</sup> ANNUAL STONEHAM TOWN DAY  
 Saturday, September 12, 2009

*Reservation requests must be returned by AUGUST 1, 2009 to ensure space*  
**\$50 LATE FEE WILL BE CHARGED AFTER AUGUST 1, 2009**

*Space assignments will be made on first come basis, with Town Day's best interest overall the first consideration. Please return this fully completed form with your check for the appropriate amount as soon as possible! All questions must be answered. Incomplete applications will not be accepted.*

QB _____
EXCEL _____
SPACE # _____
PAID \$ _____
DATE _____

**READ CAREFULLY & COMPLETE IN ITS ENTIRETY!!!! ALL QUESTIONS MUST BE ANSWERED**

BUSINESS or ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

1. WHAT ACTIVITY IS PLANNED? \_\_\_\_\_

2. WILL YOU HAVE FOOD? YES NO \* If yes, you must contact the Stoneham Board of Health immediately.

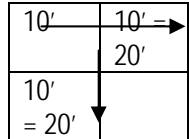
IF ANSWER IS "YES", PLEASE DESCRIBE: \_\_\_\_\_

3. DO YOU PLAN TO BRING/USE A GENERATOR YES NO (circle one) IF YES, IT MUST BE PRE-APPROVED.

4. DO YOU PLAN TO BRING/USE A TENT or CANOPY? YES\* NO (circle one) IF YES, SPECIFY SIZE:

**STAKES OR POLES MAY NOT BE DRIVEN INTO THE GROUND**

5. PLEASE COMPLETE SPACE REQUEST FORM BELOW AND NOTE THE CORRESPONDING FEE PER SPACE- THERE IS A MAXIMUM OF TWO SPACES PER PARTICIPANT. YOU MAY CHOOSE TO HAVE THEM SIDE BY SIDE OR ONE BEHIND THE OTHER. PLEASE INDICATE YOUR CHOICE ON THE DIAGRAM AT RIGHT BY CIRCLING THE APPROPRIATE BLOCKS



PARTICIPANT CATEGORY	# SPACES	COST/SPACE	TOTAL DUE
CHAMBER of COMMERCE MEMBER		\$70	
CHAMBER of COMMERCE MEMBER –FOOD		\$100	
HOME-BASED CRAFTER (HAND-CRAFTED ITEMS ONLY)		\$100	
BUSINESS - NON MEMBER (NO FOOD SALES ALLOWED)		\$200	
NON-PROFIT ORGANIZATIONS		\$35	
NON-PROFIT ORGANIZATIONS - FOOD		\$50	
SUBTOTAL AMOUNT DUE			\$
LATE REGISTRATION FEE (after 8/1/09)			\$ 50.00
TOTAL AMOUNT ENCLOSED			\$

*I have read --and agree to abide by -- the information on the accompanying letter. I have completed this application in its entirety and understand that my space assignment will be made based on the date my form is received and only if all information is provided and space fee is paid in full.*

SIGNATURE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ DATE: \_\_\_\_\_

Make your check payable to SCC / Town Day and mail with this form to the Stoneham Chamber of Commerce, 269 Main Street, Stoneham, MA 02180  
*The Stoneham Town Day Committee reserves the right to cancel this event at its discretion.*