

HEBRON MAPLE FESTIVAL 2016

Thank you for participating in this year's 2016 Maple Festival on March 19-20!

Please complete this application form and email it or mail it to:

Chamber of Commerce, 1010 Main St, Willimantic, CT 06226, diane@Windhamchamber.com

Name of Organization: _____

Phone #: _____ Cell #: _____

Email: _____

Mailing address: _____

Vendor Fees:

The cost for each organization/business to participate is \$50. You may host one or more events/activities. Food vendors please see below.

Name of activity: _____

Description: _____

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Description: _____

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Description: _____

Example: "Bake Sale" Description: homemade pies, cakes, cookies

Hosts that will be selling one type of food item will pay \$50. Hosts selling multiple food items will pay a concession fee of \$250. All food vendors are responsible for applying for temporary food permits (if needed) through the health district and must send a copy of their permits to the event committee via email (diane@windhamchamber.com) or fax (860-423-8235) no later than March 1, 2016.

Sponsorships:

Sponsorships for the event will cover the costs for mandated state police officers. Your additional support will ensure that the event will be successful.

Platinum sponsor \$500	name & logo on posters, all promo materials
Gold sponsor \$250	name on posters, all promo materials
Silver sponsor \$100	name on posters, all promo materials
Bronze sponsor \$50	name on all promo materials

Vendor Fee: \$ _____

Sponsorship: \$ _____

Total amount due: \$ _____

Please make checks payable to Windham Arts. If you prefer to pay by credit card, please call the Chamber at 860-423-6389 (MC, VISA, AMER EXP).

GENERAL EVENT INFORMATION:

Thank you for your interest in participating in this year's Hebron Maple Festival. The event committee has several new ideas for the event that we felt would make the event more interesting for our guests and safer for everyone involved.

We have simplified the registration. Instead of paying for each item you will be selling, each vendor pays only one \$50 fee. Every vendor must pay the fee to help with the overall expenses of the event. This includes for profit businesses and non-profit businesses. Food vendors that are selling concessions will pay one \$250 fee. So, if you are selling hot chocolate, maple candy and doing face painting, you are only paying \$50. But please be sure to include on the registration form all that you will be doing in your "booth" space. Vendors are on a first come first serve basis so please be sure to get yours in as soon as possible.

If you are a business or individual and would like to sponsor an activity but do not have the volunteers to actually plan one, please let us know. We have several musicians and activity options that need to be sponsored in order for them to perform.

There will be three locations for the event. All vendors will be setting up in one of the three locations. They are: the area around the library, Ted's IGA parking lot and RHAM High School. You can choose which of the three areas you would like to set up and the committee will try its best to accommodate everyone's wishes. This concept keeps all the activities centralized so that our guests can easily find everyone and limits the amount of foot traffic on and across the road. No vendors or activities for the event will be setting up outside of these three areas without the permission of the committee. The only exceptions MAY be a stand alone business with its own dedicated parking lot. We have considered the feedback from local brick and mortar businesses that have issues with their customers reaching their businesses during the event.

All guests will be directed to park at RHAM High School. We will be shuttling people from the high school to the other two locations constantly throughout the event. There will be specific handicap parking and accommodations. We will have volunteers at several of the other parking areas in town where local businesses have complained about guests parking in their customer spaces to help direct guests to the designated parking at the high school. We understand that this system will not be foolproof but we all felt it was the best way to help resolve some of the parking issues and to make the event safer.

The event committee has hired a part time person to help coordinate the event and communicate both with businesses and vendors. Her name is Sheri Putnam. She will be visiting and working with everyone involved in the event in the coming months. She can be reached at 860-428-4549 info@hebronmaplefest.com or sheri2016hmf@yahoo.com. If you have any additional questions you can always contact Diane Nadeau, President, Chamber of Commerce, at 860-423-6389.

We hope that you will all enjoy the event this year and get us your information as soon as possible. You can submit your application via email, regular mail or fax. If you are planning an event but don't have all the details yet, please send us an email letting us know your ideas so we have you on our radar. Many of you are volunteers for your organizations and we understand your resources are limited. But we need to know you are planning on participating so that we can include you in the event schedule. Everyone registered will be covered under the event liability insurance.