

Old Home Day Charlton, Massachusetts Booth Registration



Old Home Day Committee Officers

Kathleen Walker, Chair

Tel. 508-248-2200 ext. 2408

Email:

craigbellisario@livingwordcharlton.com

<https://www.townofcharlton.net/300/Old-Home-Day-Committee>

Contact Information

Date Submitted	<input type="text"/>	Title	<input type="text"/>			
Company	<input type="text"/>		First	<input type="text"/>	Last	<input type="text"/>
Address	<input type="text"/>		Phone	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>	
			Email	<input type="text"/>		

Setup Information

Number of Booths (12x10)	<input type="text"/>	Craft Fair? Check if yes.	<input type="checkbox"/>	Special Instructions: <input type="text"/>
		Will you need an electrical connection? Check if yes.	<input type="checkbox"/>	

Vendor Items: Please list the items you wish to sell.

Please provide your own electrical cord extensions. Even # Booths 4-36 near drops. DO NOT RUN extensions across the walk area to the opposite side of the common.

Will you be preparing/serving consumable food/beverage items?	<input type="checkbox"/>	Food Permit from Board of Health?	<input type="checkbox"/>
---	--------------------------	-----------------------------------	--------------------------

Note: If your booth is for the purpose of preparing/serving, consumable (food/beverage) items, you are responsible for the Board of Health temporary one-day food permit/complying with all requirements. Only those items approved by the Committee, and approved by the Board of Health will be permitted.

Payment and Status

Cost per Booth (Non-Profit and Craft Fair \$25, Commercial for Profit \$100)

Status (Profit, Non-Profit)	<input type="text"/>	Booth Fee	<input type="text"/>
Insurance Rider Form Included?	<input type="text"/>	Donation (Optional)	<input type="text"/>
		Payment Type	<input type="text"/>
		Payment Total	<input type="text"/>

Payment must be included with this form and sent to:

Town of Charlton
Old Home Day
37 Main Street
Charlton, MA 01507

Guidelines

1. If you are preparing and selling food to the public you are required to complete a Board of Health Permit at the Town Hall before you sell on Labor Day. Please DO NOT DELAY.
2. Propane Permits required.
3. Sale of items is subject to committee approval. Be sure that you have been qualified for your item.
4. A liability insurance certificate is required for commercial vendors. Non-Profit organizations are excluded.
5. Vendors must provide their own tables, coverings, chairs, awnings (10' x 12')
6. No alcohol is permitted.
7. Raffles are permitted; obtain a permit at the Town Clerk's Office.
8. Vendors will be permitted to unload vehicles at the Common up until 8 am Sunday morning. No parking will be permitted on or around the Common. Parking is available at other locations.
9. Registration, on the Common in the Gazebo, starts on Saturday from 10am-12 noon, or Sunday from 6-8am where you will pick up a Registration/Booth Assignment Form.
10. Booth spots are assigned by the committee and do take vendor requests into account but are not guaranteed.
11. Vendors who cannot make the date can have their booth fee applied to next years event.