



NON-PROFIT EXHIBITOR INFORMATION

June 10 & 11, 2023 ~ Sat: 10 a.m.-6 p.m. | Sun: Noon-6 p.m.

Town Hall Grounds ~ 50 South Main St., West Hartford, CT

Dear Non-Profit Organization,

Now is the time to secure your place in West Hartford's premier community event! The 36th annual Celebrate! West Hartford will be held June 10 & 11, 2023. We hope you will take this opportunity to promote your organization.

Celebrate! West Hartford is a highly attended, annual tradition that promotes, embraces and celebrates community life. It offers civic and service organizations, recreation groups and charitable foundations a way to increase public awareness of and/or raise funds for their important work. Attracting nearly 40,000 people each year, Celebrate! also provides residents and visitors with a wide range of family activities including an award winning juried arts & crafts show, great food, entertainment, games, rides, and FUNd RUNS including a certified 5K Race and Kids' K.

Don't miss out. Space is limited, so we encourage you to REGISTER EARLY. Complete the application online form today! Your application must be received by April 10, 2023, to secure a space and ensure that you'll be included in the Celebrate! West Hartford program. If you have any questions, call 860-561-7512 or visit our website at www.CelebrateWestHartford.com. We hope we can count on your participation!

For the Celebrate! West Hartford Committee,
Joan Karas, Event Chair
Linda Geisler, Event Director

Application Deadline — April 10, 2023
(\$50 late fee after deadline & subject to availability.)

Qualifications: Space will be limited to organizations serving West Hartford and possessing a non-profit 501(c)(3) tax number. Final approval of all participants will be at the discretion of the Celebrate! W.H. Committee. Booth sharing is not allowed.

Application & Payment Deadline: Applications can be completed through the Eventeny.com portal. Search on Celebrate! West Hartford. To ensure space availability and your organization's listing in the event program, the deadline for applications is April 10, 2023. Credit card payment is preferred. Payment by check may be arranged by contacting the event director. Late fee of \$50 will be charged for applications submitted after the deadline.

Booth Locations: Locations will be determined by the organization's activity at the discretion of the Committee.

Activities & Promotions: We encourage you to draw visitors to your booth with fun and interesting activities. Please share the details of your planned activities, giveaways, sales and the like on the application (or by April 10) for approval by the Committee. We will highlight activities in our pre-event promotion.

Serving Food: If you want to serve or sell food, you must be approved to do so by the Committee. Additionally, you must apply for a Temporary Food Permit with the WH-Bloomfield Health District (860-561-7900) which requires a separate permit fee of \$50.

Electricity: Electricity is available for a charge on a limited basis. Event staff must be aware of each item drawing electricity to ensure safety and supply. Look on appliances' tags for required amp/watt usage information and be sure to note it on application form.

Insurance: Insurance documents must be submitted by May 1 and adhere to instructions below. Call 860-561-7485 for questions.

1) **Certificate of Insurance** — Certificate Holder = "Town of West Hartford, 50 South Main Street, Rm 128, West Hartford, CT, 06107"
Description of Operations = "The Town of West Hartford is added as an additional insured June 10 & 11, 2023."

2) **Additional Insured Endorsement** — Blanket AI Endorsements are acceptable.

Exhibitors must hold a General Liability policy of \$1,000,000 each occurrence. Workers' Compensation must meet statutory requirements in Connecticut (or applicable state law).

Security and Liability: Security will be onsite on Saturday night. Participants may leave their set-up overnight, however, goods must be removed or left at the participant's risk. Refer to Liability Waiver on the Application Form.

Parking: We are grateful for the sponsorship of Figure Eight Properties which provides free parking for non-profit staff and volunteers in the Town Center Garage at 29 South Main Street. When a shift ends, a vehicle must be moved to make room for replacement staff.

Rain or Shine: In the event of rain, every effort will be made to proceed as planned. Therefore, special consideration should be made by each participant to prepare for such a circumstance. Event staff will notify and direct exhibitors in the case of expected lightning or other dangerous weather conditions.

NO Smoking, Vaping or Alcohol use: By Town Ordinance, smoking, vaping & alcohol use are NOT ALLOWED on festival grounds.

Questions: Please call Linda Geisler, Event Director, at 860-561-7512 or email Linda.Geisler@WestHartfordCT.gov.

Celebrate! West Hartford | 50 South Main Street, Room 128 | West Hartford, Connecticut 06107

Tel: 860-561-7512 | Fax 860-561-7519 | Linda.Geisler@WestHartfordCT.gov | www.CelebrateWestHartford.com