



Dear Sponsor:

Now is the time to sponsor the 2018 Celebrate Plainfield Day on August 4th. The Plainfield Business Association will be occupying Lion’s Park next to the Plainfield Town Hall for this event. Admission to the general public is free.

This year we are asking for sponsors for the event. A sponsor can be a business or an individual. Your sponsorship for this event will help fund children’s activities, hourly entertainment, live radio broadcast, horseshoe and cornhole tournaments, a car show, food vendors, dance and martial arts demonstrations and much more!

- If you are interested in becoming a sponsor for the event, please fill out the Sponsor Application. Your application must be received with full payment no later than July 18, 2018.
- If you are requesting a vendor spot, the location will depend on the type of vendor and how early your application was received (location is a first come basis). Vendors will receive their location information no later than one week prior to Saturday, August 4th.
- Vendors must provide their own pop-up tent, table & chairs.
- Vendor space will include standard household 110v electricity, if needed.
- Parking will be available for Sponsors with vendor spots at Staples parking lot.
- All vendor vehicles must be off the track before 9:30am (deadline for setup).
- Any remaining vehicles, large or small, will not be able to leave the grounds until after the end of the event at 4:00pm.

## TERMS AND CONDITIONS

### 1. USE OF SPACE:

**A. Liability** – The Sponsor is entirely responsible for their vendor spot.

**B. Aisles** – The aisles remain strictly under control of management, and no signs, decorations, advertising materials, will be permitted except by special written permission of the Management. All exhibits and their personnel must remain within the confines of their own space and no Sponsor will be permitted to erect signs or display products in such a manner as to obstruct the view of other Sponsors. No interference with the space of another Sponsor will be permitted.

**C. Space** – The space contracted is to be used solely for the Sponsor whose name appears on the Contract, and it is agreed that Sponsors will not assign any portion of the same without the written consent of Management. In the event the Sponsor, having requested a vendor space, fails to occupy or use their vendor space or have their exhibit completed and in place before the deadline on Saturday, August 4<sup>th</sup> at 9:30am, the Sponsor will forfeit all rights to that space.

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## 2. RULES FOR SPONSORS:

- A. Vendor Space** – All tents, materials for space decorations, tables and chairs are the responsibility of the Sponsor.
- B. Installation** – Any special carpentry, wiring, electrical, gas, or water shall be installed at Sponsors expense.
- C. Vehicles** - All sponsor vehicles must be off the track before 9:30am (deadline for setup).
- D. Licenses** – Any and all Municipal licenses, permits and/or inspections required by law of any Sponsor, shall be obtained by the Sponsor at their own expense prior to the opening of the event.
- E. Rights of Management** – The management shall not be liable for any damages or expense incurred by Sponsors in the event the event is delayed, interrupted, or not held as scheduled.
- 3. SECURITY** – We wish to provide a safe event. Management is not financially liable for the losses or disappearance of property of any kind. We recommend that you contact your insurance company to confirm proper coverage of exhibit materials. The Plainfield Business Association will not be responsible for items left unattended.
- 4. LIABILITY** – The Plainfield Business Association will not be responsible for any injury, loss, or damage that may occur to the Sponsor, the Sponsor’s employee, or property thereof, from any cause whatsoever. If the Sponsor is requesting a vendor space, a Certificate of Insurance must be provided along with the Registration Form.
- 5. PAYMENT** – Sponsorships must be paid in full along with your completed Registration Form no later than July 18, 2018.
- 6. CANCELLATION** – If the Sponsor requested a vendor spot and is unable to occupy it for any reason and does not choose to display a banner at the event instead; cancellation must be made in writing to the Plainfield Business Association, no later than July 20, 2018. All cancellations are subject to a \$25.00 cancellation fee. Refunds will be available after August 18, 2018. No verbal cancellations will be accepted.

**NO LATE ARRIVALS OR EARLY MOVE OUTS WILL BE PERMITTED!**

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# 2018 CELEBRATE PLAINFIELD DAY SPONSOR APPLICATION

## Sponsor Information

Business or Individual (Circle one)

Business Type (Circle one): Plainfield Business Non-Profit Organization Other \_\_\_\_\_

Sponsorship Level (Circle one): Bronze (\$100.00 - \$499.00) Silver (\$500.00 - \$1,499.00)  
Gold (\$1,500.00 - \$2,999.00) Platinum (\$3,000.00 - \$5,000.00)

Amount enclosed with this application: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

(This is how your name will appear in all advertising)

Contact Person: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address: City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: Work Home Cell (circle one) \_\_\_\_\_

Email (required): \_\_\_\_\_

(Please list all email addresses that you would like to receive PBA email at)

Website (if any): \_\_\_\_\_

Did you like us on Facebook? Yes No

Have you visited our Web page at [www.plainfieldbusinessassociation.org](http://www.plainfieldbusinessassociation.org)? Yes No

## Vendor Spot Request

Vendor Spot Type (Circle one): Business Vendor Food Vendor

Food (if selling, what? Be Specific): \_\_\_\_\_

Need Power (Circle one): Yes No

Description of Vendor space: \_\_\_\_\_

A. I understand that the Plainfield Business Association reserves the right to make all final decisions regarding the location of the vendor spots.

B. This registration form becomes the leasing contract between the Sponsor and the Plainfield Business Association, which is the "Management," and is subject to all terms and conditions outlined on the TERMS AND CONDITIONS page of this form.

C. I have read and understand the TERMS AND CONDITIONS set forth, and agree to abide by all guidelines for the Plainfield Business Association 2018 Celebrate Plainfield Day. The Plainfield Business Association will not be responsible for any injury, loss, or damage that may occur to the Sponsor, the

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Sponsor's employees, or any property thereof, from any cause whatsoever, prior to, during, or subsequent to the period covered by the Sponsor's Contract. By signing this agreement, the Sponsor expressly releases the foregoing named association, individuals, and committees, from any claims for any loss, damage, and/or injury.

**\*\*BE SURE TO INITIAL EACH PAGE OF THIS PACKAGE AND RETURN THEM ALL BACK TO US\*\***

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Please make checks payable to: *Plainfield Business Association*

Mail Registration Package along with payment to: Plainfield Business Association  
PO Box 372  
Central Village, CT 06332

**\*\*FULL PAYMENT IS REQUIRED WITH SUBMITTAL OF THIS APPLICATION\*\***