



May 2019

You're invited to Celebrate Plainfield!

The Plainfield Business Association will once again occupy Lions Park at the Plainfield Town Hall for a Celebrate Plainfield Day, a full day of family-friendly fun to celebrate our community, its businesses and its people. We want you to be part of the action on Saturday, August 3, 2019!

We are seeking sponsors and vendors to join the festivities. Businesses, organizations *and individuals* are welcome! Your support helps fund free admission to a local event that includes children's activities, entertainment, horseshoe and cornhole tournaments, a car show, food vendors, dance and martial arts demonstrations, and much more!

Here is some of the need-to-know info at a glance...

CELEBRATE PLAINFIELD DAY

Saturday, Aug. 3, 2019 from 10A-3P
Lions Park, 8 Community Ave., Plainfield

WHY SPONSOR?

It's important to celebrate our community, and we cannot do it without you! You also have the benefit of promoting your organization to all who attend Celebrate Plainfield Day!

COMMIT TO JOINING US TODAY!

Completed applications are due by July 1, 2019.
Vendor/Sponsorship packages start at \$100.*

GOOD NEWS

*Nonprofits offering a children's activity may participate for free. AND, current PBA members whose annual dues have been paid for 2019 are already sponsors for the event and have a choice of a 10x10 vendor spot **OR** a banner (included with the \$100 membership dues). Applications still are required to confirm participation.*

We hope you'll join us in our mission to bring the community together! Thank you for your time and consideration.

Please read on for important details included in the application and sponsor agreement.

Sincerely,

Plainfield Business Association Board of Directors
*Dan Chaplin, Russell Phipps, Emily Chaplin, Amy Turner,
Dianne Chiavarini, Rebecca Desjardins, Kelsey Gardner*

SPONSORSHIP LEVELS FOR CELEBRATE PLAINFIELD DAY 2019

PLATINUM - \$600.00

- Ad on PBA Website
- Up to 2 vendor spots (10' x 10') at the event
- Logo featured in print ads in Turnpike Buyer
- 2 banners displayed on event grounds
- Logo on official event shirts
- 4 Promotional Posts featuring your business on PBA Facebook page supporting the event
- Includes 1 year PBA membership (\$100 value)

GOLD - \$400.00

- Ad on PBA Website
- 1 vendor spot (10' x 10') at the event
- 1 banner displayed on event grounds
- Logo on official event shirts
- 2 Promotional Posts featuring your business on PBA Facebook page supporting the event
- Includes 1 year PBA membership (\$100 value)

SILVER - \$200.00

- Your choice of: 1 vendor spot (10' x 10') OR sponsorship banner on display at the event
- Logo on official event shirts
- 2 Promotional Posts featuring your business on PBA Facebook page supporting the event
- Includes 1 year PBA membership (\$100 value)

BRONZE - \$100.00

- 1 vendor spot (10' x 10') OR sponsorship banner on display at the event
- Mention of participation in PBA Facebook event
- Includes 1 year PBA membership (\$100 value)

NONPROFIT ORG INFO BOOTH – FREE, IF PROVIDING ACTIVITY FOR EVENT GUESTS

- 1 vendor spot (10' x 10') at the event

PBA Membership dues are credited to sponsorship levels.

2019 CELEBRATE PLAINFIELD DAY SPONSOR APPLICATION

Sponsor Information

Business Type (Circle one): Plainfield Area Business
Non-Plainfield Area Business
Non-Profit Organization (free if providing a children's activity)
Other _____

Sponsorship Level (Circle one): Bronze (\$100) Silver (\$200) Gold (\$400) Platinum (\$600)

Amount enclosed with this application: _____ Check # _____

Sponsor Name: _____

(This is how your name will appear in all advertising and promotional materials.)

Contact Person: First Name _____ Last Name _____

Mailing Address: Street _____ City _____

State _____ Zip _____

Phone Number: Work Home Cell (circle one) _____

Email (required): _____

(Please list all email addresses at which you would like to receive PBA communications.)

Website (if any): _____

Did you like us on Facebook (@PlainfieldBA)? Yes No

Have you visited our website at www.plainfieldbusinessassociation.org? Yes No

Vendor Spot Request

Vendor Spot Type (Circle one): Business Vendor Food Vendor (allowed 1 vehicle and 1 trailer spot)
Banner (instead of vendor spot)

Food (if selling, what? Be Specific): _____

Need Power (Circle one): Yes No

Description of Vendor space: _____

Vendor locations will depend on the type of vendor and how early your application is received (location is assigned on a first-come basis). Vendors will receive their location information via email no later than one week prior to Saturday, August 3, 2019.

- *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 3:00pm.*

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IMPORTANT: THE FINE PRINT

- A. COMPLETED APPLICATIONS & PAYMENT ARE DUE BY JULY 1, 2019.
- B. The Plainfield Business Association reserves the right to make all final decisions regarding vendor participation and the location of the vendors.
- C. This registration form becomes the leasing contract between the Sponsor/Vendor and the Plainfield Business Association, which is the "Management," and is subject to all terms and conditions outlined in the TERMS AND CONDITIONS of this form.
- D. Current PBA members whose annual dues have been paid for 2019 are already sponsors for the event and may choose a 10x10 vendor spot **OR** a banner (included with the \$100 membership dues). We still require that a sponsor application to be filled out and submitted by the deadline of July 1, 2019.

BE SURE TO INITIAL EACH SECTION OF THIS PACKAGE & RETURN PAGES 3-5 TO PBA BY JULY 1.

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, promotional 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 space 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 3 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 Sponsor's 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 its own expense prior to the opening of the event.
- E. Rights of Management** – Celebrate Plainfield Day is a rain or shine event. In cases of severe weather, Management reserves the right to interrupt or cancel the event in the interest of public safety. Management shall not be liable for any damages or expense incurred by any Sponsor in the event that Celebrate Plainfield Day is delayed, interrupted, or not held as scheduled.

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3. **SECURITY** – The Plainfield Business Association wishes 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 is not responsible for items left unattended at the event.
4. **LIABILITY** – Management 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 Sponsor’s completed Registration Form no later than July 1, 2019.
6. **CANCELLATION** – If the Sponsor requests 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, 2019. All cancellations are subject to a \$25.00 cancellation fee. Refunds will be available after August 18, 2019. **No verbal cancellations will be accepted.**

Celebrate Plainfield Day is a rain or shine event. In cases of severe weather, Management reserves the right to interrupt or cancel the event in the interest of public safety. **NO REFUNDS** will be issued; however, Management will compensate for the Sponsor’s investment through promotional exposure on the PBA website and Facebook page.

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ACCEPTANCE OF TERMS

I have read and understand the TERMS AND CONDITIONS set forth, and agree to abide by all guidelines for the Plainfield Business Association 2019 Celebrate Plainfield Day. The Plainfield Business Association will not be responsible for any injury, loss, or damage that may occur to the Sponsor, the 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.

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.****