Old Home Day
Charlton, Massachusetts
Booth Registration

Old Home Day Committee Officers

Kathleen Walker, Chair
Jennie Frisella, Booth Registrar

Tel. 508-248-2200 ext. 2408
Email: kwalker4@mac.com

www.townofcharlton.net/oldhomedaycom.htm

Contact Information

Date Submitted

Title

First

Last

Company

Address

Bus. Phone

City

State

Zip

Cell Phone

Home Phone

Email:

Setup Information

Craft Fair? Please Check.

Number of Booths

Will you need an electric connection? Check if Yes.

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?

Food Permit from Board of Health?

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

Status (Profit, Non-Profit)

Insurance Rider Form Included?

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

Booth Fee	
Donation (Optional)	
Payment Type	
Payment Total	

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 10’ or 10’ x 12’)
6. The map of the booth layout is in PDF form and may be used as a 'guide only' as trees on the common have been removed affecting the exact layout. The map can be found at our web site: http://www.townofcharlton.net/oldhomedaycom.htm
7. No alcohol is permitted.
8. Raffles are permitted; obtain a permit at the Town Clerk’s Office.
9. Vendors will be permitted to unload vehicles at the Common up until 8 a.m. Monday morning. No parking will be permitted on or around the Common. Parking is available at other locations.
10. Registration, on the Common in the Gazebo, starts on Sunday after 1 PM where you will pick up a Registration/Booth Assignment Form. Vendors are being assigned spaces by the committee.