

**Charlton Old Home Day 2011
Booth Registration Form**

Vendor (Organization/Business): _____

Organization/Business Contact: _____

Phone: _____ Cell: _____ Email: _____

Mailing Address: _____

Please list specific activity (i.e., for the sale of food list all food items, games, etc.):

Provide the following information:

Is your booth for a non-profit organization? Yes No
(If yes, \$25 donation. If no, \$100 donation)

Is your booth for the purpose of preparing, serving, consumable (food/beverage) item, etc? Yes No

(If **YES**, each organization is 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. An attempt to sell consumable items not approved is prohibited.

Will you need electrical service? Yes No
(If yes, you will need to provide electrical cord extensions.)

Will you be using propane equipment? Yes No
(If yes, you will need to an apply to the Fire Department for use)

How many TABLES WITHIN the booth setup _____
(Limits will be set in specified areas due to the need of electrical service)

All vendors must provide tables, coverings, chairs, awnings, utensils, etc. Vendors are requested to include a copy of their liability insurance certificate to cover this one day event with this application. This requirement for Not-for-Profit organizations will be reviewed individually. Updates forthcoming. Vendors will be assigned 'marked' booths corresponding to their needs and for organizational purposes. Please obtain a copy of a Booth Registration Form at the Old Home Day Committee Booth before setting up.

No alcohol is permitted.

Raffles: Raffles are permitted. Obtain permit at Town Clerk's Office.

Vendors will be permitted to **unload** their vehicles at the Common. No parking will be permitted on or around the Common. Parking is available at other locations. Vehicles parked in designated no parking/handicapped areas will be towed at the owner's expense.

Payment must be included with this form.

All checks/money orders are to be made payable to **Town of Charlton** and mailed to Town of Charlton, ATTN: Old Home Day, 37 Main Street, Charlton, MA 01507.