

# Santa Visits Fairfield



**Saturday, November 26, 2016 10:00 -2:00**



## **Sherman Green—Downtown Fairfield**

### **Non-Profit Organizations & Scout Troops**

The Fairfield Chamber of Commerce is offering non-profit associations and organizations the opportunity to participate in the **Santa's Arrival event** taking place Saturday, November 26, 2016 on the Sherman Green in downtown Fairfield. Santa arrives on a hook and ladder at 10:00 AM. There will be horse and wagon rides, a petting zoo and breakfast sandwiches & burgers provided by a Fairfield restaurant.

Any individual or organization that would like to hand out promotional literature or would like to fundraise and give the proceeds of the day to a charity of its choice is welcome to participate. Although there are no "exclusives", all items for sale must be discussed with the chamber office prior to the event.

There is no charge to participate, and all non-profits are welcome. It's great time to let the general public know who you are and what you do, and to promote your organization. We expect approximately 1,000 parents and children to attend.

Because space is limited, if your organization would like to participate in this free event, please call the chamber office at 203-255-1011 or contact us through email at [Krista@FairfieldCTChamber.com](mailto:Krista@FairfieldCTChamber.com) by **Friday, Nov. 11th**.

#### **Event Guidelines ...**

- Set-Up:** Participating non-profits should be completely set up on Sherman Green no later than 9:30 AM. Each organization will be allotted a 10' x 10' space.
- Tables:** All groups are responsible for bringing their own table, tablecloth and chairs, volunteers, change boxes, signage, etc.
- Volunteers:** Everyone should remember to dress warmly and you may want to assign your volunteers in two or three hour shifts ... that will ensure that no one gets too cold.
- Site Map:** We will send you a site map indicating your location once the areas have been assigned.
- Items for Sale:** Please email or call and confirm with us if you plan to sell something, or just hand-out information and/or books/giveaways ...we want to be sure to provide the media with the proper information.
- Other:** The horse and wagon rides and petting zoo are back again this year. A local restaurant will be selling breakfast sandwiches and burgers.
- Shelter:** We suggest you bring a tent if you have it, since the event is rain/snow or shine. If you plan to bring a tent or tarp, please remember that **no stakes** are allowed.
- Cancellation:** The event will be cancelled only if there is extreme weather such as heavy rain and/or snow. The weather has to be really threatening for this to happen. As such, please keep the contact information handy (below) in case you need to get in touch with Chamber staff regarding possible cancellation ... and please ensure that we have your contact name and cell/home number and email address as well, just in case we have to contact everyone early in the morning.

**Chamber Contacts day of the event: Beverly @ 203.470.9708 or Krista @ 203.804.7273**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

We will be distributing / selling \_\_\_\_\_

Special Requests: \_\_\_\_\_

**Please return completed registration form to the Chamber of Commerce by Friday, Nov. 11th. Space is limited**

**Fairfield Chamber of Commerce 1597 Post Road, Fairfield, CT 06824**

**Krista@FairfieldCTChamber.com Tel: 203-255-1011 Fax: 203-256-9990**