



# exhibitor registration



STONEHAM CHAMBER OF COMMERCE

*stoneham*  
**town day**  
stoneham town common  
sept 17, 11am-4pm

The Stoneham Chamber of Commerce is excited for Town Day to return to the Town Common on Saturday, Sept 17 from 11AM to 4 PM (Rain Date: 9/18). We hope you will join us! Town Day was established to celebrate and showcase Stoneham and its business, recreation, artistic, cultural and non-profit communities. In our 39th year, we are proud of how the event has grown and has become the signature event for the Chamber drawing as many as 10,000 participants annually. Our planning committee is working hard to make this the best Town Day yet and we want you to be a part of it. This is an excellent opportunity for your business to align itself with the most popular, family-orientated event in Stoneham.

Below is some information about the event and how to register as a exhibitor and/or sponsor. Additional information can be found at [stonehamchamber.org/town-day](http://stonehamchamber.org/town-day) or by contacting Megan Day at (781) 438-0001 or [megan@stonehamchamber.org](mailto:megan@stonehamchamber.org).

## Information About Being a Town Day Exhibitor

### REGISTRATION

Your registration fee covers a 10' x 10' space only and does not include canopies, tables or chairs unless you have ordered them through the Chamber. Use of a personal tent/canopy is permitted, but it must be self-standing and stakes or poles may not be driven into the ground. Canopies, tables and chairs rented through the Chamber will be delivered and set up by 9:00AM on the day of the event. The use of a generator must be pre-approved.

If you are selling food, merchandise, chances in a raffle, etc., your prices must be clearly posted. If you are planning to sell/serve food, you must contact the Stoneham Board of Health (781-279-2621) and complete paperwork for a one-day license. The necessary forms can be found online at <https://www.stoneham-ma.gov/formcenter/health-14/temporary-food-permit-application-67> and all necessary paperwork must be completed prior to Town Day. The Town Day planning committee reserves the right to refuse an exhibitor registration and will refund any applications that are not accepted.

It is important to the Chamber of Commerce that Stoneham Town Day remain a family-friendly, enjoyable safe event for ALL who attend. For that reason, the following is not permitted: No materials that can be perceived as negative or an attack on an individual and/or a group will be permitted to be posted and/or distributed; no toy or real weapons of any kind, no hair-cutting, aerosol products, silly string, bomb bags or pop caps are allowed; and/or if your activity is “active” and/or cannot be contained to the space size, prior approval must be obtained from the committee each year. This includes distribution of materials to participants. If you are found distributing or selling prohibited items, you will be asked to leave immediately.

### RESERVATION POLICY

Reservations are accepted on a first come, first paid basis, with Town Day's overall best interest the focus. We cannot guarantee specific spaces, but will do our best to accommodate your request. You will receive an email about a week prior to Town Day with your space location and all other pertinent information, including entry, set-up and exit instructions. Your activity/food plan is required on the application at the time you submit it.

## PAYMENT

Acceptable methods of payment are VISA, MasterCard and check. If you would rather have payment processed over the phone, please call (781) 438-0001. Checks can be made out to the Stoneham Chamber of Commerce and mailed to 335 Main Street, Suite 202, Stoneham, MA 02180. Please note, no space is guaranteed until payment is made. Additionally, if you reserve a space at the Chamber Member rate, your account must be in good standing. If your membership has lapsed, your space is not guaranteed until you renew your membership or pay the non-member fee. There will be a \$50 late fee assessed to all applications received after September 1, 2022. Because there is an event rain date, there will be no refunds for postponement.

## Exhibitor Registration

Thank you for your interested in Stoneham Town Day! Please note payments and reservations made after September 1 will be subject to a \$50 late fee and no space is guaranteed until payment is made. By registering your business/organization on the following page, you agree to abide by the guidelines and regulations set forth by the Stoneham Chamber of Commerce. Thank you!

To complete this form and payment online, please visit [stonehamchamber.org/town-day](http://stonehamchamber.org/town-day). Questions? please contact Megan Day at [megan@stonehamchamber.org](mailto:megan@stonehamchamber.org) or 781-438-0001. Thank you!

Organization/business name: \_\_\_\_\_

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

Website: \_\_\_\_\_ Email address: \_\_\_\_\_

Contact: \_\_\_\_\_ Day of event contact (if different) \_\_\_\_\_

What type of activity are you offering? (Select all that apply)

We are providing: food  entertainment  information about a service  selling a product

Other \_\_\_\_\_

Will you have any sort of amusement item in your space (e.g. speed pitch, inflatable, etc.)?

Briefly describe your business/organization and what you will be promoting/selling.

Would you be interested in offering a 15 minute demonstration during the day (e.g. karate, dance, product demonstration, etc.)

Do you have any specific requests, needs or questions you would like answered regarding the event?

**EXHIBITOR TYPE:** Please indicate which type of exhibitor you are and the number of spaces you would like.

- Member Registration: Retail/Business (\$125.00)
- Member Registration: Food Vendor (\$150.00)
- Member Registration: Civic or Non-Prof Org (\$100.00)
- Non-Member Registration: Retail/Business Space (\$275.00)
- Non-Member Registration: Food Vendor (\$300.00)
- Non-Member Registration: Civic or Non-Profit Org (\$125.00)
- Non-Member Registration: SHS Youth Group (\$75.00)
- Town of Stoneham Committee, Board or Department (\$0.00)

**RENTAL OPTIONS: Canopy, Table and Chair Rental Options**

*Rented tables, tents and chairs are set up/broken down for you. Please indicate quantity if renting more than one item below.*

6 Foot Table \$25    Folding Chair \$5    10X10 Canopy \$70

## Sponsorship Opportunities

**Platinum \$1000:** Includes canopy, table and chairs in a prime location, immediate and continuing publicity in press releases, event e-blasts, the weekly Chamber News email, The Chamber Speaks newsletter and program fliers; continued website and social media exposure both before and after event; logo prominently displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day; special stand sign featuring sponsorship designation at your exhibitor space; event announcements throughout the day; and logo on event swag and volunteer shirts. Ten available.

**Gold \$750:** This sponsorship includes publicity in press releases, event e-blasts and program fliers; website and social media exposure; name displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day, special stand sign featuring sponsorship designation at your exhibitor space; event announcements throughout the day.

**Silver \$500:** This sponsorship includes publicity in press releases, event e-blasts and program fliers; website and social media exposure; name displayed on banner that will hang on Stoneham Town Common at least two weeks prior to Town Day, special stand sign featuring sponsorship designation at your exhibitor space.

**Bronze \$250 :** This sponsorship includes publicity in press releases, event e-blasts and program fliers; website and social media exposure.

### PAYMENT INFORMATION

Total Payment Amount: \_\_\_\_\_

Check (Please make check out to Stoneham Chamber of Commerce)

Credit Card (VISA, MC or AmEx) No. \_\_\_\_\_  
Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Please send me an invoice for processing.

*Please return this completed form to:*

*Stoneham Chamber of Commerce at 335 Main Street, Suite 202, Stoneham, MA 02180.*