



# SUNDAY, November 28, 2021

## 10:00 am—2:00 pm

### Sherman Green | Downtown Fairfield

Corner of Post Rd & Reef Rd, Fairfield, CT

FREE BOOTH  
SPACE



## Non-Profit Organizations, School Groups & 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 Sunday, November 28, 2021 on Sherman Green in Fairfield. Santa arrives on a hook and ladder at 10:00 AM.

Any non-profit organization, school or scout troop 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 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 1,800 parents and children to attend.

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. 19th**.

### 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-probably on Nov. 24th.
- **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 food vendor 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 tents should be anchored in case of wind.
- **Cancellation:** The event will be cancelled only if there is extreme weather such as heavy rain, snow or ice. 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**



Fairfield Chamber of Commerce  
[Krista@FairfieldCTChamber.com](mailto:Krista@FairfieldCTChamber.com)

200 Mill Plain Road, Fairfield, CT 06824  
Tel: 203-255-1011 Fax: 203-256-9990



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**Organization Agreement:**

- Organizations agree to abide by the rules of the Santa's Arrival Event.
- Organizations give permission to use their name, images submitted and any photographs or video taken at the show for advertising and publicity purposes.
- Organizations are responsible for their own insurance.

**Hold Harmless Agreement—Indemnity Provision:**

- The Fairfield Chamber of Commerce and its Board of Directors and the Town of Fairfield or any associated parties, partners, sponsors, members or affiliates of the aforementioned parties of the Event, assume no responsibility for damage, theft or loss of organization property, personal property or display, and the organization agrees to provide complete indemnity of the aforementioned parties and affiliates in any and all events, including accident, injury or loss of property.
- By participating in the Santa's Arrival event you are agreeing to indemnify and hold harmless and defend the aforementioned parties from all suites, claims, injury or damage or losses of any nature arising out of this Organization Agreement or the Santa's Arrival event.
- Organization acknowledges that they have been provided with and read the two pages of this registration document for the Santa's Arrival event, and that the signature below confirms that they will comply with all of these guidelines during the event.

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

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

Signature: \_\_\_\_\_

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

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

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

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

**Please return completed registration form to the Chamber of Commerce by Friday, Nov. 19th. Space is limited**



**Send application to:**

Fairfield Chamber of Commerce  
200 Mill Plain Road, Fairfield, CT 06824  
Krista@FairfieldCTChamber.com  
Beverly@FairfieldCTChamber.com  
fax (203) 256-9990

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