

	<p>8<sup>th</sup> Annual <b>FESTIVAL ITALIA</b> 2017          Festival Day          Saturday, August 19<sup>th</sup>  <b>Merchant Form</b></p>	<p>Committee Copy</p>
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- Wakefield Merchants/ \$100 plus (5) five Gift Certificates (with minimum \$10 value each)**
- Non-Wakefield Merchant/ \$150**
- First Time Participant--Wakefield Merchant Only/ \$75 plus (5) five Gift Certificates (with minimum \$10 value each)**
- Non-Profit (501 (c) (3) / \$50**
- Non 501 (c)(3) / \$75**

**Sponsors will receive the following for their participation in the event;**

- 10 x 10 area to fit a tent during the Saturday street event (not supplied by EPC)
- Business name will appear in marketing material

**Additional participation option;**

- Participant --Make a donation of up to (5) five Gift Certificates (with minimum \$10 value each)**
- Electricity (limited availability) /\$25 additional**

**Make checks payable to:**  
 Town of Wakefield / EPC

**Email:**  
[wakefeldepc@gmail.com](mailto:wakefeldepc@gmail.com)

**Mail payment, form and gift certificates to:**  
 Wakefield Event Planning Committee  
 15 Lincoln Street Ste. 156  
 Wakefield, MA 01880

**Website:**  
[www.wakefeldepc.com](http://www.wakefeldepc.com)

<b>Business Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email/Website</b>	

**Rain Date of Sunday, August 20, 2017 should the Town deem it necessary**

**FOR EPC USE ONLY**

**Due July 1, 2017**  
**\$50 late fee after July 2, 2017**

- Form
- Payment
- Electric
- Gift Certificates

<b>Important Event Day Information</b>		<b>MERCHANT COPY</b>
<i>Application Deadline:</i>	<ul style="list-style-type: none"> <li>July 1, 2017-application, payment and gift certificates (if applicable) are due</li> <li>Participants completing applications after July 1, 2017 may be excluded from some marketing materials i.e. press release, signage, etc</li> <li><b>\$50</b> Late Fee for all applications received after deadline (no exceptions)</li> </ul> <p style="text-align: center;">NO REFUNDS AFTER FEE DEADLINE</p>	
<i>Exhibit Space:</i>	<ul style="list-style-type: none"> <li>August 8, 2017 mandatory CHECK-IN-in at The Savings Bank, 357 Main Street @ 5:00 P.M. to 7:00 P.M. You will be given your assigned number and important details concerning festival day</li> <li>Required to <u>supply your own tent</u>, tables, chairs and trash receptacles</li> <li>Electrical availability in limited spots only / Check here, if electricity is being requested /\$25 fee. Merchants must supply their own extension cord to reach power supplied at poles. (50 foot) (Main Street only, placement solely by EPC)</li> <li>Generators are not allowed except by permission of the EPC. Please note on application your request for use of generator</li> </ul>	
<i>Setup:</i>	<ul style="list-style-type: none"> <li>All spaces are pre-assigned by the EPC. No exceptions!</li> <li>Non-food vendors/merchants can set up between 11:30 A.M. and 1:00 P.M.</li> </ul>	
<i>Breakdown:</i>	<ul style="list-style-type: none"> <li>Vendors must stop selling at 7:30 P.M.; streets will reopen at 8:00 P.M. PLEASE NO EARLY BREAKDOWNS</li> <li>No vehicular traffic will be allowed in event area until after 8:00 P.M.</li> </ul>	
<i>Vendor Rules:</i>	<ul style="list-style-type: none"> <li>All trash must be bagged, tied and left at the curb.</li> <li>No giving away or selling of food or drink will be allowed within the right of way, without permission by the EPC and Health Dept. Permit obtained at Town Hall.</li> </ul>	

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Form

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Electricity

**Wakefield Event Planning Committee**

One Lafayette St. Wakefield MA 01880

[wakefieldepc@gmail.com](mailto:wakefieldepc@gmail.com)

[www.wakefieldepc.com](http://www.wakefieldepc.com)

