

# Exhibit Booth and/or Demonstration Application

## Wayne Day 2011- Sunday, June 5, 2011

**Date:** Sunday, June 5, 2011

**Time:** 11:00am.- 5:00 p.m.

**Place:** Wayne Municipal Complex

**Booth Set Up:** Sat. June 4<sup>th</sup>- 9:00 am through 2:00 pm  
Sunday, June 5<sup>th</sup> - 7:00 am to 10:00a m

**Booth Breakdown:** June 5<sup>th</sup>- AFTER 5:00pm.

No vehicles on the field until we determine it is safe.

The Wayne Day committee is planning Wayne's annual Wayne Day festival. A fun-filled day is being planned with live music throughout the day. We look forward to the participation of Wayne residents, business, and their employees and service organizations. Wayne Day is supported by the local Service Organizations, Clubs, Corporations, Small Businesses, the Township of Wayne, the Wayne Board of Education, and many dedicated individual volunteers.

### **The Main Objectives of Wayne Day:**

- To bring all the citizens of Wayne together in one central location for some good fun and entertainment.
- To provide an opportunity for each service group, club, or business in Wayne to become better known by representing itself, its services, accomplishments, and goals to the residents of Wayne, while providing a fun activity.
- To provide positive publicity as a town supported festival
- To allow the citizens of Wayne to intermingle with friends, old and new!

### **To Make This Day Successful, We Need Your Participation, Cooperation and Support.**

If your organization is based in Wayne Township and is interested in participating in this spectacular event, please take some time to fill out **this application** and return it **with your check** to:

**Wayne Day, Inc.,  
C/o Richard Herman, Esq.,  
22 Riverview Dr, Ste 102  
Wayne, NJ 07470**

**Please COMPLETE AND RETURN this form by APRIL 15, 2011!! To do this right, we need to identify all participants as soon as possible.**

**Note:** This is not a application form to be used for a food booth. Food booth applications are available at the Wayne Department of Recreation offices or at [www.wayneday.com](http://www.wayneday.com).

## Essential Rules

- **ALL participants must supply a copy of insurance covering their booth and activities.**
- **Each participant must have an acceptable game or activity or giveaway at their booth.**
- **There shall not be any sales or requests for donations at Exhibit booths.**
- **No booth is to be broken down or closed before 5:00 p.m. unless directed or approved by Wayne Day Committee.**

**FEES:** Fees must be included with each application. Fees are as follows:

- Exhibit Booths:                 \$100 per exhibit booth  
  \$50 per exhibit booth for non-profits
- Electricity Connection   \$50 per line

**Applications are due on April 15, 2011. Applications received after May 15, 2011 will be only be considered upon payment of a \$100.00 late fee.**

PLEASE SEE [WWW.WAYNEDAY.COM](http://WWW.WAYNEDAY.COM) FOR UPDATES AND FURTHER INFORMATION.

Wayne Day 2011

Exhibit Booth and/or Demonstration Participant Application

DATE: Sunday, June 5, 2011

TIME: 11:00am - 5:00 p.m.

PLACE: Wayne Municipal Complex

EXHIBIT BOOTH \_\_\_\_\_  
DEMONSTRATION \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1 : \_\_\_\_\_

Phone 2: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail\*: \_\_\_\_\_

\*: Email required for future communication.

**MAKE CHECK PAYABLE TO "WAYNE DAY, INC" AND MAIL IT WITH YOUR APPLICATION FOR YOUR BOOTH FEES AND ELECTRICITY CHARGE.**

**IMPORTANT!** EVERY BOOTH MUST HAVE A "FUN ACTIVITY" (GAME OR ACTIVITY OR GIVEAWAY) APPROVED BY THE WAYNE DAY COMMITTEE IN ADVANCE. MERELY DISPLAYING ITEMS, GIVING OUT LITERATURE OR HAVING A FREE ENTRY RAFFLE WILL NOT BE SUFFICIENT. THE COMMITTEE WANTS THIS DAY TO BE FUN AND EXCITING. NO SALES OR DONATIONS WILL BE ALLOWED AT EXHIBIT BOOTHS. **PLEASE GIVE US A BRIEF DESCRIPTION OF YOUR BOOTH AND PROPOSED BOOTH ACTIVITY:**

**We intend to have music at our booth \_\_\_\_\_ .**

**Requirements:** Booth(s) Qty \_\_\_\_\_ Electricity \_\_\_\_\_ Water \_\_\_\_\_ Other \_\_\_\_\_

- ALL EXHIBIT BOOTHS MUST HAVE A FUN ACTIVITY IN THE SPIRIT OF WAYNE DAY
- THERE WILL BE NO SALES OF ANY MERCHANDISE IN THE EXHIBIT BOOTH AREA
- THERE WILL BE NO SALES OF ANY RAFFLE TICKETS IN ANY AREA EXCEPT FOR THE DIRECT SUPPORT OF WAYNE DAY APPROVED BY THE WAYNE DAY COMMITTEE.
- AN INSURANCE CERTIFICATE COVERING YOUR ORGANIZATION AND NAMING WAYNE DAY, INC., WAYNE TOWNSHIP AND THE WAYNE BOARD OF EDUCATION MUST BE PROVIDED BY MAY 15, 2011.
- No booth is to be broken down or closed before 5:00 p.m. unless directed or approved by Wayne Day Committee

**IMPORTANT:** All exhibit booths are allotted to a 12' x 12' SQUARE ONLY, unless granted otherwise. We provide the space; you provide the tents, tables, chairs, etc. No organization will be allowed to their space on the day of the event. NO EXCEPTIONS!!!! PLEASE make sure any tents or canopies will fit in the allocated space.

I have read the above information and understand that I will be expected to staff my booth until the end of Wayne Day (5pm) on Sunday, June 11, 2008. If I have a booth in the event, I also understand that I must provide a fun activity at my booth, and I agree not to sell any items during the event. I further agree to indemnify and hold harmless Wayne Township and Wayne Day Inc. and the Wayne Board of Education from any and all liability in connection with or arising out of my participation in Wayne Day.

Sign Here \_\_\_\_\_ Date / /2011

All organizations that have participated in the past will be given first opportunity to participate, provided your application is received in a timely manor, and your activity is in accord with the rules.

Questions or Comments: Please contact by e-mail  
[rherman.wayneday@gmail.com](mailto:rherman.wayneday@gmail.com)

Please return no later than April 15, 2011 to assure a booth. Exhibit Booth space is limited and last year late booth applications had to be rejected. Get your application in early to reserve a space.

To: Wayne Day, Inc.  
 c/o Richard A. Herman, Esq.  
 The Herman Law Firm  
 22 Riverview Dr, Ste. 102  
 Wayne, NJ 07470  
 Fax: 973-939-8518