

Welcome to the Suffield on the Green application!

What is Suffield on the Green (SOTG)? This is Suffield's largest event and is run by the Friends of Suffield. Suffield on the Green is a wonderful opportunity to find out about services and organizations in town, including opportunities for children. This is the place to learn about scouting, churches, school groups, local businesses, clubs, town emergency services and much more. Enjoy food prepared by town organizations while you listen to bands on the South Green. There are bounce houses and children's entertainment on the North Green.

This application is for those in the community.

Please review the maps on our website to indicate your desired location. We will try to honor your request.

This application is not for those applying for the Suffield on the Green Craft Fair. Please use the Craft Fair tab on the Friends of Suffield Website to find the appropriate application.

**Questions? Contact:
Laurie Foster 860-883-4558**

2018 Suffield on the Green Application

Sponsored by the Friends of Suffield

September 8th & 9th, 2018 – Saturday 10-5, Sunday 11-4

Application Deadline is August 1, 2018 (Late fees apply)⁷

BOOTH LOCATION:

GREEN:

SPACE:

For internal use only.

ORGANIZATION: _____

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____
Street City State Zip Code

PHONE/E-MAIL: _____
Day Phone Evening Phone E-mail

BOOTH INFORMATION: (a booth is not reserved until a complete application and payment is received)

Description	Quantity	Unit Cost	Total Cost
# of Single Booths ¹ (12ft x 12 ft)		\$65 per booth	\$
# of Double Booths ¹ (24ft w x 12ft d)		\$110 per booth	\$
Booth Fundraising (non profit) ³		\$10 per organization addtl.	\$
Electrical plugs required ⁴		\$10 per plug	\$

Late fee⁷ (\$20): _____ Total: \$ _____

Food: (duplication of food is not allowed as determined by FOS) _____

Booth Selection: First choice: _____ Second choice: _____ Third choice: _____

Special Requests (will be honored if possible): _____

PAYMENTS, PERMITS & NOTES:

1. Organizations will provide their own tents, tables, and chairs to fit in a 12'x12' space. Items left overnight are the responsibility of your organization.
2. No active selling (of any product) is allowed other than by pre-registered, non-profit organizations; however, items may be displayed, appointments scheduled, mailing list formed, etc.
3. It is the responsibility of the booth selling food/drink to obtain a permit from the North Central District Health Department: 860-745-0383.
4. Electricity can only be run to certain locations. For each plug requested, an exterior-rated 100 ft extension cord is required and all cords need to be covered to prevent anyone from tripping over electrical cords.
5. Carnival games require Suffield Police Department approval: 860-668-3870.
6. Event occurs rain or shine, no refunds.
7. Applications received after August 1, 2018 will be assessed a \$20.00 late fee
8. Returned checks will be charged a \$20.00 administrative fee + all bank charges.
9. You must pay a minimum of \$10 for any booth deemed for electricity even if you do not plan on using the electricity.
10. There is a \$20 cancellation fee for an accepted organization that withdraws from the event after July 1st. No refund after event is full.

Please make checks payable to:
Suffield Friends, Inc.

For more information, visit www.friendsofsuffield.org
Questions, contact: Laurie Foster 860-883-4558

Mail completed applications & payment to:
Friends of Suffield
Suffield on the Green
PO Box 43
Suffield, CT 06078

For Internal Use Only: Date Received: _____ Check #: _____ Amount: \$ _____