

**2022 Chicopee Spooktacular
Vendor Form**

Event: Wednesday, October 26th at Szot Park, off Front Street, Chicopee 4:00p - 7:00p.
Set up begins at 2:30p. Rain date is Thursday, October 27th.

Guidelines for Vendors and Sponsors for Chicopee Spooktacular

Final decisions regarding vendors/sponsors will be made by the Mayor's office. The following guidelines/criteria should be met by all vendors, and sponsors at the Spooktacular:

- Materials/giveaways must be given to participants for free
- Vendors must provide their own set up and break down
- Preference is given to vendors who can provide their own table and/or displays and electricity
- Non-profit groups are encouraged, but must meet the subject matter requirements
- All giveaways must be pre-approved for safety purposes

- You may not sell any item nor ask for donations

Please print clearly.

Business/Organization Name _____

Mailing Address _____

Contact Person _____

Contact Phone _____ Contact Email _____

Participation Interest *(Please select all that apply):*

_____ Vendor table host _____ Sponsorship Information *(someone will contact you)*

Please describe your table display including space size required, details and/or a sample of any promotional materials/hand-outs, and describe how it relates to this event. Please attach picture(s) and/or any additional forms.

Please complete the form and return no later than October 9, 2022.

Reserve your space by completing the attached application and return it by Monday, October 9. The Mayor's Office reserves the right to decline acceptance of any application that they feel does not meet the criteria and parameters set above. Please address correspondence to:

Mayor's Office

via Chicopee Mayors Office • ATTN: Rachel Beaulieu • 17 Springfield Street • Chicopee, MA 01013

or send it electronically to rbeaulieu@chicopeema.gov

