



Community Organization/Business Guidelines

Saturday, May 11, 2019 ● 10:30 AM- 3:30 PM

1. Family Fest is at **Linden Street School** located at 69 Linden Street, Plainville, CT.
2. **Set-up:** 8:00 AM- 9:45 AM (all cars must be moved by 10:00 AM)
Teardown: Must be completed by 4:30 PM (no cars will be let in until 3:45 PM)
3. Participants **MUST** provide all necessary items for their area (**i.e. table, chairs, canopy/tent**)
4. Tents and/or canopies must be secured using weights (**tent stakes are prohibited**)
5. Organizations who register for the event by May 1, 2018 will be added to the Family Fest website and our event program.
6. Check-in: Proceed to the information booth located near the entrance for your designated area. Committee members will assist you in locating your space.
7. By registering you agree to be available for the entire event (10:30 AM-3:30 PM).
8. Please bring a trash bag to clean your area, trash receptacles will be provided.
9. Set-up, take down & clean-up will be the responsibility of each participant organization.
10. Please call committee members at **860-793-6304 PRIOR to the event and 860-593-3774 or 860-803-1234 on the DAY OF EVENT**

NOTE: Confirmation of your reservation will be emailed unless no email is provided; in that case it will be confirmed via phone call.

**Please bring this document with you to the event.
THANK YOU FOR YOUR PARTICIPATION!**