



TOWNSHIP OF

Hampton

Department of  
Community Services  
(Public Works/Parks & Recreation)

January 31, 2020

Dear Community Organization / Commercial Vendor:

The Township of Hampton Department of Community Services (DCS) is planning our Annual Hampton Community Day Celebration which will be celebrated on Friday, July 3, 2020 from **1:00 p.m.** to Fireworks (*note new start time*). There will be activities for all ages as well as our spectacular High-Level Aerial Fireworks Display shot from the Upper Orchard Area of the Community Park. The Hampton Community Center, parking areas, and adjacent turf areas will continue to be used as they have been in the past.

We do not require or maintain a registration list of specific activities and/or products/food sale items, only a generic category list for informational purposes. This means no activity, game, product, or food item will be granted exclusivity for use/sale by a single group or organization.

***New for 2020*** – registration is first-come, first-serve. Should you choose to participate, please return a completed Booth Registration Form (attached) and appropriate Fee (\$85/non-profit community group and \$150/commercial vendor) to me **at your earliest convenience** to guarantee a spot.

The **booth fee is \$85/non-profit community group and \$150/commercial vendor**. This fee will be used to cover a portion of the overall event operation cost. Confirmation will be done in writing **no later than June 12, 2020**. Participation will not be permitted without submitting the Booth Registration Form and proper fee.

*Electrical Outlet Note: please be aware a limited number of 110-volt electrical outlets will be available for certain booth locations. For those booths, which have an outlet provided – ONLY ONE electrical outlet per booth will be provided-no exception. The Township of Hampton does not guarantee an electrical outlet therefore you may want to plan on providing an alternate power source if needed for your booth. To help us with planning, you may indicate your request for an electrical outlet by checking the box on the form.*

On behalf of the Township of Hampton, I would like to invite your community organization/business to operate a booth at Community Day on July 3 from **1:00 p.m.** through the Fireworks.

If you should have any questions, please feel free to contact me at 412-487-7870.

Sincerely,

Bill Ryder  
Program Supervisor

Rev. 1/2020



**2020 HAMPTON COMMUNITY DAY CELEBRATION  
BOOTH REGISTRATION FORM**

Name of Group: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**We will participate on July 3<sup>rd</sup> – 1:00pm to Fireworks (note new start time)**

Description of booth...dimension of booth **will not exceed 15' x 10'**:

\_\_\_\_\_

For information purposes only: What will your organization be doing: *(check all that apply)*

\_\_\_\_\_ Activity

\_\_\_\_\_ Game

\_\_\_\_\_ Product

\_\_\_\_\_ Raffle

\_\_\_\_\_ Food

\_\_\_\_\_ Beverage

\_\_\_\_\_ Other (explain) \_\_\_\_\_

**My booth will need (check off):**      \_\_\_\_\_ *Electrical Outlet*                      \_\_\_\_\_ *Table (6 feet)*

**Booth Fee Submitted (check appropriate fee):**

\_\_\_\_\_ **\$85 – Non-profit Community Group**

\_\_\_\_\_ **\$150 – Commercial Vendor**

The vendor will provide tent/canopy, extension cords, extra tables, chairs and supplies.

**\*\*\*Registration is first-come, first-served! Please return at your earliest convenience.**

*The Township of Hampton will not sponsor / host event activities or fireworks on July 4<sup>th</sup>*

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**DCS Use Only:**

**Date Received:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_ **Cash or Check:** \_\_\_\_\_ **Ck #:** \_\_\_\_\_ **by:** \_\_\_\_\_