



HISTORY DAY

**September 30, 2018 · Norwich, CT
Norwichtown Green 10:00am-3:00pm**

2018 History Day Space Assignment Agreement

Thank you for your interest in participating in History Day!

The Norwich Historical Society is coordinating an event called “History Day on the Norwichtown Green” with over 15 heritage based non-profits that encompass the Norwich Heritage Groups. These groups are collaborating in order to promote events focusing on Norwich's heritage and promote heritage tourism within Norwich. The Norwich Heritage groups are comprised of representatives from:

The Leffingwell House Museum, Otis Library, The Norwich Historical Society, The Norwich Community Development Corporation, The Slater Memorial Museum, The Civil War Roundtable, The Friends of Norwich Bells, The City of Norwich, The Greater Norwich Area Chamber of Commerce, The Norwich Harbor Commission, The Mohegan Tribe, The Norwich City Historian, The Guns of Norwich Historical Society, The Historic District Commission, the Last Green Valley and the Southeastern Connecticut Cultural Coalition.

“The Third Annual “History Day” will take place on the Norwichtown Green on Sunday September 30, 2018 from 10:00am – 3:00pm in coordination with the Last Green Valley’s Walktober. The goal is to build awareness of Eastern, Connecticut’s rich heritage and cultural assets.

In addition, we will be honoring Samuel Huntington, Norwich's signer of the Declaration of Independence, in a special wreath laying ceremony commemorating the day he was elected President of the Continental Congress on September 28, 1779.

WE'RE LOOKING FOR VENDORS!

Historical Reenactors from all time periods • Historical Societies or Organizations • Historic House Museums • Colonial Crafters • Antique Dealers

BENEFITS OF BEING A VENDOR:

Sell your specialty items such as books, gifts or antiques • Promote your local organization or historical site • No cost to being a vendor* • You keep your profits! • Build awareness of Eastern Connecticut’s rich history •

* We would ask that for-profit entities consider giving a \$25.00 suggested donation, participation is free for non-profit organizations*



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Please review the guidelines below prior to submitting this application.

- Date: Sunday September 30, 2018; pouring rain cancels
- Location: Norwichtown Green, Norwich, CT. This is an outside event with limited shade.
- Event Hours: 10:00am-3:00pm
- Set-up Time: 8:30am -9:30am
- Take Down: 3:00pm – Participants are required to keep their space set up until 3:00pm.
- Parking: Vehicles are not allowed on the grass. You must unload and then will be directed to park in a specified area. Parking for vendors will be at United Community and Family Services at 77 East Town Street. Someone will be there to direct you. **The limited number of spaces located along the Green are for event participants.**
- Space Size: Approximately 10ft by 10ft, location determined by History Day Committee. Your space assignment location will be sent to you prior to the event.
- Provisions: You are responsible to supply all of your own space materials (i.e. tables, chairs, tents). Your materials must be kept within your designated space. You are encouraged to provide your space with shade.
- Food Vendors: MUST have a Temporary Food Permit from the Uncas Health District valid date of event. You can find the information and forms at www.uncashd.org or (860) 823-1189. The permit fee is \$25.00 for for-profit vendors and \$10 for non-profit vendors. The fee is waived for vendors that provide a ServSafe trained individual or an Uncas Health District Fast Class certified individual at all times during the event.
- Prohibited: Generators, Silly String, Smoke Bombs, Stink Bombs, items considered “Drug Friendly.” If it is illegal in Connecticut it is illegal at this event.
- Marketing: Your space agreement includes promotion of your business/organization on our website (www.norwichhistoricalsociety.org) and social media (Facebook, e-blast). You can request to opt out of this promotion. You are encouraged to promote the event as well as share the event posts and information on the event often.
- Clean Up: It is required that you leave your space as you found it. Your garbage is your responsibility to remove from site.

TO RESERVE YOUR VENDOR SPOT PLEASE CONTACT:

Regan Miner, Consultant for the Norwich Historical Society

Email: minerregan@gmail.com

RSVP Deadline: September 15, 2018



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Space Assignment Agreement

Business/Organization: _____

Contact Person: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

Website: _____

Social Media: _____

Type of Space: In the spaces provided below, specify how many of each space type you will require and space use description.

Space Type	Space Quantity	Description	Would you like to fire blank muskets or canons?
Food			
Art/Craft			
Historical Org.			
Reenactor(s)			

I agree to comply with all the rules set forth by the History Day committee.

X _____ Date _____

You can direct any questions to the following sources:

Contact: Regan Miner
 Website: www.norwichhistoricalsociety.org
 Email: minerregan@gmail.com
 Phone: 860-886-1776
 Mail: Norwich Historical Society 307 Main Street Norwich, CT 06360