



# Norwich Heritage Day

Saturday October 3, 2020 · Norwich, CT  
Norwichtown Green 10:00am-3:00pm

## 2020 Norwich Heritage Day Space Assignment Agreement

**Thank you for your interest in participating in Heritage Day!**

The Norwich Historical Society is coordinating Norwich Heritage Day 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.*

**Norwich Heritage Day will take place on the Norwichtown Green on Saturday October 3, 2020 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: Saturday October 3, 2020; 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 Green. 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. There will be signs and volunteers directing you. **The limited number of spaces located along the Green are for event participants.**
- Space Size: Approximately 10ft by 10ft, location determined by the Heritage 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. **If any nonprofit organization needs a tent, there will be a reservation fee of \$10.00.** Please make checks payable to Norwich Historical Society. You **must** reserve a tent prior to the event – there will **not** be extra tents available the day of the event.
- Food Vendors: **MUST** have a Temporary Food Permit from the Uncas Health District valid date of event or have valid Food Protection Manager Certificate. You can find the information and forms at [www.uncashd.org](http://www.uncashd.org) or (860) 823-1189. The permit fee depends on the length of the event and whether the booth operator has a valid Food Protection Manager Certificate. 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](http://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, Executive Director of the Norwich Historical Society  
Email: [minerregan@gmail.com](mailto:minerregan@gmail.com)



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**RSVP Deadline: September 15, 2020**

**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 (can add additional pages of description as needed)	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 Heritage Day committee.**

**X** \_\_\_\_\_ **Date** \_\_\_\_\_

*You can direct any questions to the following sources:*

**Contact:** Regan Miner, Executive Director  
**Website:** [www.norwichhistoricalsociety.org](http://www.norwichhistoricalsociety.org)  
**Email:** [minerregan@gmail.com](mailto:minerregan@gmail.com)

**Phone:** 860-886-1776  
**Mail:** Norwich Historical Society 69 East Town Street Norwich, CT 06360