



Long Meddowe Fall Festival

September 9 & 10, 2023



Community & Town Department Booth Application

- **Longmeadow Town Departments** (e.g., Fire department, Police Department, DPW, Recycling., etc.) will be placed in areas that best feature each participating department. There is no charge for participation by Longmeadow town departments.
- Nonprofit groups are charged \$15 for booth space. This includes extra interest activities which function under the Parks and Recreation Department.

Information for Community Booths:

1. Your group will be assigned a 10-foot by 10-foot space for two days. You are responsible for providing your own tables, chairs, and tents.
2. Setup must be completed by 9:00 AM Saturday morning; (you may do so after 4:00 PM on Friday) and break down by 5:30 PM Sunday.
3. There will be separate requirements, forms, and fees if your booth plans to have food.
4. There will be police security 24/7 from Friday evening through Sunday afternoon, so you are free to keep items in your booth overnight

The deadline for applying is August 15th, 2023.

Name of group _____

Items in booth _____

Contact name _____ Phone: _____

Email _____ Will you be serving food? _____
(if yes- request food forms)

Your address _____

Please send the application & check (if required) made payable to American Legion Post 175.

American Legion Post 175 - PO Box. 60331 - 817 William St. - Longmeadow, MA 01106
Questions? Leave a message and contact information at. Longmeddowefallfestival@gmail.com
or voicemail (413)847-6030.

~ COMMUNITY & TOWN DEPT BOOTH ~