

Town of Ellington
Senior Center
40 Maple Street,
P.O. BOX 187
Ellington, CT 06029
Tel: 860-870-3133



Dear Vendor,

We are pleased to welcome you to participate in the Ellington Senior Center's 2019 Craft & Vendor Fair! Attached you will find the **EVENT DETAILS FORM**, which includes the suggested arrival time, fair hours, booth dimensions, equipment needs and fees.

Vendors may sell products and services, providing they have a Sale and Use Tax Permit, which must be received prior to the start of the event. The town reserves the right to review and approve products. We ask you send a photograph, or link to your website (if applicable), for a sample of your items to be sold. Fees are listed in the Event Details Form and are payable with your application.

As a vendor, we also ask your company to consider providing a door prize. If you agree to participate, please complete the enclosed **VENDOR REGISTRATION FORM** along with a check made payable to "SCAF" no later than November 15, 2019. A \$10 late fee will be added after this date, subject to availability.

Thank you for considering participation in our Craft & Vendor Fair.

Sincerely,

A handwritten signature in cursive script that reads 'Samantha Baer'.

Samantha Baer,
Assistant Director, Ellington Senior Center
sbaer@ellington-ct.gov

cc: Erin Graziani, Director
Alisha Goss, Administrative Secretary