

West Hartford Holiday Stroll – West Hartford Center Exhibitor policy

- 1) Businesses with a storefront/office in West Hartford Center (non-Blue Back Square businesses) may set up a display table in front of their location.
- 2) Businesses located elsewhere may request table space by contacting the West Hartford Chamber at info@whchamber.com. To participate, businesses must be either be located within the town of West Hartford, or a member of the West Hartford Chamber of Commerce. Locations will be assigned as space permits. You will be contacted by Tuesday, December 3rd with your precise location.
- 3) **Vending (Selling) is not allowed.** Businesses may distribute materials, promotional items, samples, etc but may not sell items. Not-for-profits may solicit donations. Proof of 501 c(3) status may be required.
- 4) Any business distributing food items are subject to regulations set by the West Hartford/Bloomfield Health District. The event organizers will apply for a food permit for the overall event. Non-restaurant businesses distributing prepared food may be subject to an additional food permit requirement (\$75 fee). Distribution of pre-packaged items purchased from a commercial entity may not be subject to the same guidelines. Restaurants distributing food outside of their establishments are not required to get an additional food permit. Hand washing stations are required at all prepared food distribution sites. All businesses may be subject to a visit from a food inspector. Information on the West Hartford/Bloomfield Health District may be found on their website, <https://www.westhartfordct.gov/town-departments/health-district>.
- 5) To be included in the event program, please fill out the webform application, <https://www.whchamber.com/west-hartford-holiday-stroll/holiday-stroll-exhibitor-application/>, with details on your planned activities and/or giveaways by Tuesday November 26th. Late submissions may not appear on the site map or list of activities.
- 6) For participation in Blue Back Square, please contact them directly, as policies may vary <https://www.bluebacksquare.com/>

Please note that event details, including schedules, performers, and policies, are subject to change without prior notice. We encourage you to check for updates regularly to stay informed of any changes.