



Circle the Square 2019

Dear Medford Businesses and Community Organizers,

CACHE is excited to return for our eighth year of Circle the Square street festivals in Medford Square.

Our event this year will be on **Thursday, June 20** (the third Thursday of the month) from 3:30-7:30 pm, and our theme will be **Medford Together.**

Your participation in Circle the Square gives you the opportunity to support the vibrant and growing arts community in Medford while at the same time increasing the visibility of your business or organization. As always, there are many ways you can contribute to Circle the Square including:

- Be a sponsor. Please see attached for details on sponsorship levels.
- Offer an activity in your business or at one of our venues during the event to help draw people into Medford Square and bring attention to your business or organization.
- Donate gift certificates, prizes and/or supplies needed to run the event.
- Participate in a scavenger hunt or other activity that keeps people circulating through the Square and into your business.
- Provide volunteers on the day of our events to help out.

If you are interested in participating in Circle the Square this June, please complete the attached Vendor Application. Please also feel free to contact us with any ideas you may have for new activities and programming at our events.

Thank you for all your support, which is such an important part of the success of our events.

Please help us make this year's Circle the Square another great success!

**Visit our website www.CircleTheSquare.org to connect with us
or email us at circlethesquaremedford@gmail.com.**



Circle the Square 2019 Sponsorships

The following are available levels of sponsorship for 2019 for individual businesses, organizations or persons

Bronze Level Sponsor - \$175 – Deadline May 30

- Logo on event schedule (approx. 300 printed schedules, plus schedule posted to website and social media)
- Logo on Community Partners page of the www.circlethesquare.org website
- Mention in sponsor acknowledgement prior to event on Circle the Square's Facebook and Twitter feeds

Silver Level Sponsor - \$350 – Deadline May 30

- Logo on event schedule (approx. 300 printed schedules, plus schedule posted to website and social media)
- Logo on Community Partners page of the www.circlethesquare.org website
- Mention in sponsor acknowledgement prior to event on Circle the Square's Facebook and Twitter feeds
- Logo on Circle the Square's Facebook and Twitter banners (approx. 1,000 Facebook followers and approx.. 650 Twitter followers)

Gold Level Sponsor - \$500 - Deadline May 1

All benefits at Silver Level Sponsor plus:

- Logo on all posters and postcards (approx. 150 posters and 1,500 postcards)
- Logo on all pages of the www.circlethesquare.org website
- Named sponsor in press releases

Platinum Level Sponsor - \$1,000 – Deadline May 1

All benefits at Gold Level Sponsor plus:

- Logo on flyers distributed to schools and places of worship (approx. 5,000 flyers)
- Mention as main sponsor in press releases and online event listings
- Space for business banner at event

Diamond Level Sponsor - \$2,000 - Deadline April 1

All benefits at Gold Level Sponsor plus:

- Large, prominent logo on all posters, postcards, school flyers, and monthly schedules distributed in and around Medford (approx. 150 posters and 1,500 postcards, 5,000 school flyers and 300 print schedules)
- Logo on festival banners and event lawn signs

Please make checks payable to “CACHE in Medford, Inc.”

and send to:

CACHE in Medford, Inc.
One Shipyard Way, #204
Medford, MA 02155

CACHE is a registered 501(c)(3) non-profit corporation and all donations are tax deductible to the extent permitted by law.

CACHE in Medford's Circle the Square
Thursday, June 20, 2019 - 3:30-7:30 pm
Business/Organization Vendor Application

Promote your business or organization at Circle the Square, a free event for all ages that features live music, public art, food, and activities for all. Please email your completed application to circlethesquaremedford@gmail.com by May 30, 2019. Space is limited. Priority will be given to vendors who apply early. However, we reserve the right to choose which vendors to include, in our sole discretion.

There is no fee to participate. However, we require that all participating businesses and organizations provide an activity to engage and entertain the public, such as a craft or game. Our theme for the event will be "Medford Together" and we encourage you to use the theme to inspire your activity. Feel free to contact us to discuss ideas for activities.

Business/Organization Name:

Contact Person:

Address:

Phone:

Email address:

Website and/or Facebook Page:

Description of Activity:

By signing below you agree to the following terms:

- Event runs from 3:30-7:30 p.m. Set-up starts at 2:00 p.m. Vendors should be completely set-up by the start of the event at 3:30 p.m.
- Each vendor space is a maximum of 10' x 10' (vendors must provide their own tables, chairs and tents).
- We will send you an email by Tuesday, June 18 letting you know the location of your space.
- **Vendors should not begin to pack up their area until the conclusion of the event at 7:30 p.m.**
- Vendors will be responsible for cleaning the area they occupied prior to leaving.
- We are not able to provide electricity for vendor tables.
- On arrival, please unload your vehicle immediately and move it to the designated parking lot. We will have volunteers available to assist you with unloading.
- To avoid ticketing, all vendors must display the Circle the Square parking placard on their windshield and park in the municipal lot on the corner of Clippership Drive and Riverside Avenue. CACHE in Medford, Inc. and Circle the Square will not be responsible for any parking fines incurred as a result of a vendor's failure to display the parking placard and park in the designated parking lot.

Signature

Date

Questions? Please contact Laurel Siegel at circlethesquaremedford@gmail.com 781-393-4950