



Saturday, September 27, 2014

VENDOR VILLAGE APPLICATION

Group/Business Name: _____

Address: _____

Contact Person: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Please provide a brief description of your booth. Include: items for sale, handouts, samples, etc.

Westwood Day will take place from 10:00 AM to 3:00 PM at the Westwood High School.

Event will be held Rain or Shine, and no refunds will be given.

Vendor Village Spaces 18' X 20'	Fee (Includes one 8 foot table)
Non-Westwood Business & Individual	\$110.00
Westwood Business & Individual	\$85.00
Student groups & Non-profit Organizations	\$35.00

This year there is a **NEW** application process. The Town of Westwood has adopted a bylaw which requires CORI checks on all event participants of Westwood Day. In this packet you will find the CORI form. This form is filled out by all those who will be event participants. Once filled it out, please return these forms, along with your Westwood Day Application and payment, by mail, fax, or drop off to the Westwood Recreation Department, at the address below. **PLEASE DO NOT EMAIL THE CORI FORM BACK!** Once received, the CORI forms are forwarded to the Westwood Police Department. You will only be notified directly from the Police Department if there is a concern with your background check. Once your CORI check is approved, a confirmation email of your participation in Westwood Day will be sent out.

To secure your spot register today. Spaces are on a first come first serve basis. A completed application includes the form on this page, a check and completed CORI forms for the people that will be working on Westwood Day. A letter of confirmation will be sent out within two weeks upon receipt of your application and payment. The Westwood Day Committee reserves the right to decline space that is not compatible with the goals and objectives of the day. Tents and electricity will **NOT** be provided. If you are bringing your own tent please specify the size _____.

Please make check payable to *Town of Westwood*. Checks and Applications may be dropped off at the Westwood Recreation Department during normal business hours, or mailed to Westwood Day c/o Westwood Recreation Department, 240 Nahatan Street, Westwood, MA 02090.

VENDOR CHECKLIST:
Completed Application: _____
Completed CORI forms for those attending Westwood Day: _____
Check: _____

Westwood Recreation Department
Attn: Westwood Day
240 Nahatan Street
Westwood, MA 02090

Questions: Contact Julie Harrington Jharrington@townhall.westwood.ma.us

Fax #: 781-320-0376



CRIMINAL OFFENDER RECORD INFORMATION (CORI) FOR WESTWOOD DAY ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, EVENT PARTICIPATION, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

The Town of Westwood is registered under the provisions of MGL. c. 6 § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, event participants, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, event participant, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Town of Westwood to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Town of Westwood written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, EVENT PARTICIPATION AND LICENSING PURPOSE ONLY

By Signing below, I provide my consent to a CORI check for the below listed purpose:

Event Participant for Westwood Day 2014

SIGNATURE _____
DATE

Last Name First Name Middle Initial Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth

Social Security Number: _____ - _____ - _____ (full number is required)

