

# Founders Day Guidelines

## Business

If your Plainsboro business would like to participate in the Founders Day celebration, please read the following and continue with registration.

- This is a non-commercial family event. Businesses are not permitted to actively sell any merchandise, fundraise, or ask for donations.
- Businesses are encouraged to display a sign/banner with their company name/logo and to wear company uniforms or staff shirts.
- Informational materials may be on-hand for consumer inquiries but may not be openly displayed or distributed.
- All booths must have an activity or game (bring your own, or run one of ours).
- Informational tables or trade booths are not permitted
- Food concessions may only be operated by local non-profits - vendors are not permitted except as sponsors of eligible non-profits by underwriting part or all of the expenses, but may not run the concession directly.
- Concession stand sponsors will be listed as event sponsors.
- Volunteers under 15 are only permitted when volunteering with a parent, group coordinator, or business.
- Community Service credit is always documented.

Only an authorized staff member should submit this registration request to participate (as they will be contacted by our office upon approval). Thank you for your time and interest.

## Group

If your Plainsboro community group/organization would like to participate in the Founders Day celebration, please read the following and continue with registration.

- This is a non-commercial family event. Groups/organizations are not permitted to actively sell any merchandise, fundraise, or ask for donations.
- Groups/organizations are encouraged to display a sign/banner with their name/logo and to wear group/organization shirts.
- Informational materials may be on-hand for consumer inquiries but may not be openly displayed or distributed.
- All booths must have an activity or game (bring your own, or run one of ours).
- Informational tables or trade booths are not permitted.
- Food concessions may only be operated by local non-profits - vendors are not permitted except as sponsors of eligible non-profits by underwriting part or all of the expenses, but may not run the concession directly. Only food/drinks may be sold, no other fundraising efforts are permitted.
- Concession stand sponsors will be listed as event sponsors.
- All performances and activities must have advance approval.
- Performances must be suitable for general audiences. Selection will be based, in part, on our ability to accommodate amount of set-up time and/or special needs of the group.
- Any group with a craft activity must provide own supplies and volunteers, and must be present for the duration of the event.
- All volunteers must be registered; you may volunteer as an individual, family, with a community group, or with a business.
- Volunteers under 15 are only permitted when volunteering with a parent, group coordinator, or business.
- Community Service credit is always documented.

Only authorized leaders should submit this registration request to participate (as they will be contacted by our office upon approval). Thank you for your time and interest.