

**Wayne Day, Inc.**  
C/O Parks & Recreation Department  
Municipal Building  
475 Valley Road, Wayne, NJ 07470  
www.wayneday.com

May 30, 2018

To: Wayne Day Participants  
From: Wayne Day Committee

Re: Wayne Day Booth Assignments & Guidelines

Dear Participant:

Thank you for joining us this year for our 26<sup>th</sup> Wayne Day Celebration which will be held on Sunday June 10, 2018 rain or shine. The set up begins at 7:30 am with the event starting at 11:00 am and ending at 5:00pm.

As you know Wayne Day is a day of fun and entertainment created for the purpose of bringing the Township residents together to learn more about our community and the many things that our Township has to offer.

**We have enclosed a list of the booth locations and guidelines that will assist you with your booth set up.**

The members of the Wayne Day Committee who are volunteers will be available on site starting at 7:00 am – 10:00 am to guide you during the set up process. The event will start promptly at 11:00 am and **all vehicles must be off the field by 10:30 am.**

***Please review this information with the people who will be actively participating with the set up and breakdown of your booth.***

Thank you,

**The Wayne Day Committee**

Joe Balzarotti – President  
Joe Graziano – Secretary/Treasurer  
Tim Roetman - Director of Parks & Recreation  
Russ Schubert – Wayne Parks & Recreation  
Kevin Mcardle – Wayne Parks & Recreation  
John Maso – Wayne Board of Education  
Luigi Tulipani – Committee Member  
Carol Federici – Committee Member  
Joe Butz - Committee Member  
Sarina Mazza - Committee Member

## **WAYNE DAY GUIDELINES 2018**

***Wayne Day Is Sunday June 10, 2018 Rain or Shine!***

### **Requirements of Participation**

1. Authorized entry & exit for booth participants onto and off the event field is through the **Nellis Drive Gate only**, see the entry & exit event plan enclosed. **The Police will strictly enforce this.**
2. Each Booth location will be a lined 12 ft x 12 ft area with your booth number painted on the area of your location. See the list for your Booth assignment. Please **Do Not Extend** your tents beyond your authorized area.
3. Wayne Day will only provide the space and electric outlet if requested and paid for. Your organization must provide everything it needs to set up and operate your booth such as a tent, table, chairs, heavy-duty electrical cords, etc.
4. Anyone having an **authorized vehicle** on the field for the day is required to have **cardboard under the vehicle**.
5. All booths **must provide** a fun activity in order to participate.
6. Booth set up must be completed by 10:30 am on Sunday June 10, 2018. You may wish to set up on Saturday between 9:00 am and 2:30 pm this is at your own risk. You must set up in your assigned location or you will risk the removal of your tent and or materials.
7. ***All vehicles must be removed from the field by 10:30 am on Sunday June 10<sup>th</sup> .***
8. The Wayne Day events will begin at 11:00 am no sooner!
9. Parking locations are on a first come first serve basis at the Municipal & High School Complex as well as on the local streets.
10. Booth breakdown **is no earlier than 5:00pm**. Since many people are expected to still be on the field at that time vehicles will not be permitted onto the fields until safety conditions will permit as directed **by the Wayne Police**.
11. You are responsible for removing all items, trash and equipment there by leaving the field in the same condition as it was prior to your set up.
12. Tents & booths must be removed from the fields no later than 10:00 am Monday June 11, 2018
13. There will be absolutely no sales of any goods or services at Wayne Day other than by licensed food vendors and amusements.
14. Raffle Ticket Sales **will not** be permitted at Wayne Day.

15. Pets **are not permitted** on the fields or at the booths.
16. By Township Ordinance, Smoking and Alcoholic beverages are not permitted at this event or anywhere on the properties; anyone doing so is at risk of being arrested.
17. The Wayne Day Trustees and Committee members are committed to helping the day go smoothly and will assist you as best as we can. We will not help with the set up or breakdown of your booths or displays, this is your responsibility.
18. For those that may be offering a **free raffle prize** at their booth we can assist you with a public address announcement of the winners at 4:30 pm.
19. **No loud music or PA systems are permitted at the booths**, please be courteous to your neighboring booths
20. Public Address announcements can be made at the Wayne Day Info Booth at any time during the event.

Thank you,

The Wayne Day Committee

**Questions:** Contact Wayne Recreation at 973-694-1800 or at the Wayne Day Info Booth on the Day of the Event