



RICHLAND TOWNSHIP

1328 California Road, Suite A • Quakertown, PA 18951 • 215-536-4066 • Fax 215-538-3020
www.richlandtownship.org

August 20, 2018

Dear Business Owner:

The Richland Township Parks and Recreation Board cordially invites you to participate in this year's Community Day to be held October 6, 2018, from 9:00 A.M. to 3:00 P.M. Community Day offers a unique opportunity for you to meet, greet and network with your neighbors. Attendance at Community Day grows each year but has been estimated at around 1500 visitors in the past and draws from not only Richland Township but surrounding areas. Prior to the 2012 Community Day, participation by businesses had been limited to not for profit groups only. However, with Veterans Park now up and running, we are able to offer space to a limited number of local business owners.

We hope that you will take the opportunity to join in our festivities while increasing exposure to your business – this includes retail organizations as well as services for hire. Ideas for displays include advertising materials, coupons, small items for sale, product demonstrations or work portfolios – other ideas are up to you! Reserve your space today – this offer is limited to the first 35 respondents. A small fee of \$50.00 covers the costs of a spot. Tents and tables are available for a fee of \$50 for a small tent and \$10 for one table (it is highly recommended that you bring your own chairs). **The deadline to register is September 7, 2018.**

To register, simply complete and mail the form below to:
Richland Township
1328 California Road, Quakertown, PA 18951
Attn: Community Day Business Expo.

If you are interested in either being a golden sponsor or just participating, please mail the second page of this letter with your payment to Richland Township, 1328 California Road, Suite A, Quakertown, PA 18951.

If you have any questions, please feel free to call me at 215-536-4066 or e-mail me at tim@richlandwaterauthority.org

Thank you for your kind consideration and for continuing and remaining active in our community – you help make Richland Township a wonderful place to live and work!

Sincerely,

Tim Arnold

Richland Township Supervisor/Special Projects Coordinator

Richland Township Community Day
Business Expo Participant
1328 California Road
Quakertown, PA 18951
(215) 536-4066

The deadline to register is September 7, 2018

Business Name: _____

Business Address: _____

Contact Person: _____

Telephone: _____

Email address: _____

Equipment Needs:

- One space (\$50.00)
- Tent (\$50.00)
- Table (\$10.00)

Note: limited access to electricity is available – please contact Tim Arnold for details.

Opportunities are also available to be a Golden Sponsor.

Each Golden Sponsor will receive a framed certificate to display at your place of business, and your company will be on the sponsor board at the welcome center. If you would prefer to sponsor an event, below is an itemized list. You would then have a separate sign with your name as sponsor for that event. As a golden sponsor we will be providing at no cost a tent, table and two chairs. **The deadline to register is September 7, 2018.** This is needed in order to have your name appear on the sponsor signs.

Cost of Events

Rental, Chairs, Tables (3 sponsors)	500. each
Musical Entertainment (3 sponsors)	500. each
Food Sponsor (2 Sponsors)	750. each
Children's Rides (3 sponsors)	1,000. each
Sleepy Hollow Farms & Animal Tent (3 sponsors)	500. each
Caricature Artist (3 sponsors)	500. each
Tootsie the Clown & Friends (3 sponsors)	500. each