



Andover's Best Kept Secret

Town House

Est. 1858



A HISTORIC SITE FOR PERFORMANCES,
WEDDINGS AND SPECIAL EVENTS

Join us for our first annual Andover Town House Showcase.

Bring your Andover and surrounding area business to showcase what you can offer for special events in and around Andover.

ANDOVER TOWN HOUSE SHOWCASE
SATURDAY APRIL 13, 2019
10:00AM ~ 2:00PM

The Andover Town House is a historical and unique venue for events. The "Great Hall" has a capacity up to 200 or more for business functions, weddings, cocktail and theater style events.

We are looking for the following vendors to exhibit :

- ◆ Caterers
- ◆ Event planners
- ◆ Florists
- ◆ DJ's
- ◆ Bridal shops
- ◆ Local businesses
- ◆ Banks
- ◆ Insurance agencies
- ◆ Realtors
- ◆ BNI Groups

For more detailed information on this Showcase, please contact Andrea Zaines at 978-623-8727 or e-mail at Townhouse@andoverma.gov

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Vendor Information and Registration Form

Saturday April 13, 2019 Showcase time 10:00am—2:00pm

\$30/space—includes a 6' table, white tablecloth, two chairs.

Registrations due March 29, 2019

Must be paid in full no later than April 5, 2019.

Great Hall will be showcasing businesses relating to special events such as weddings, celebrations, etc.

Setup Times: Friday April 12th from 3:00pm—5:00pm

Saturday April 13th from 7:30am—9:30am

Vendors arriving after 9:30am on April 13th may be denied entrance to show

No setup will be allowed during the show time

- *Caterers wishing to pass out samples of food are to obtain a permit from Andover's Health Department. Contact Patty Crafts at 978-623-8640. No food permit fees required.*
- *Electricity will not be available to vendors*
- *WiFi will be available*
- *Vendors attending will be listed on Town's website and www.Andovertownhouse.com*
- *Map and listing of vendors and map of Showcase rooms available day of show*

Vendor Name: _____

Address: _____

Phone: _____ E-mail: _____

Contact Name (s): _____

Mail check and registration form to:

Town of Andover

Attn: Town House Showcase

397 Lowell Street, Andover, MA 01810

Questions, please call

Andrea Zaimis at 978-623-8727 or

townhouse@andoverma.gov

_____ *I have read the Vendor Information & Registration Form and understand the requirements of my attending as a vendor.*

_____ *I wish to donate a gift towards the Showcase Raffle Basket*