

2024 NORWALK BOAT SHOW – TENT & FLOORING ORDER FORM

Order Form Deadline: August 30th, 2024*

Standard Carpet Request Deadline: August 2nd, 2024

TENTS

Please see the available sizes and prices of the tents for the show. All canopy and tent requests are subject to availability. Larger size tents are available on request.

- 10' x 10' Canopies - \$230.00
- 10' x 20' Canopies - \$450.00
- 20' x 20' Canopies - \$500.00
- 20' x 30' Canopies - \$750.00
- 20' x 40' Canopies - \$1000.00

Included & Extras

- All tents come with white tops and 8ft legs.
 - Requesting 10ft legs is an additional 10% increase on the base cost above.
- All tents must be staked into the ground.
 - Weights available upon request at additional cost
- Side wall is available upon request
 - White side wall is \$3.00 per linear foot
 - Clear plastic or privacy side wall is \$3.10 per linear foot

FLOORING

Give your display a boost by adding flooring. All flooring options are subject to availability.

- Plywood subfloor with black or green Astroturf - \$6.00 (per sq. ft.)
- Plywood subfloor with standard carpet** - \$9.50 (per sq. ft.)
- Porta floor with Astroturf - \$2.50 (per sq. ft.)

** Standard Carpet is based on availability

**THESE PRE-SHOW PRICES WILL REMAIN IN EFFECT UNTIL SEPTEMBER 1, 2023
ORDERS PLACED AFTER SEPTEMBER 1st SUBJECT TO 25% LATE ORDER FEE ON
SITE ORDERS CANNOT BE ACCEPTED
CONNECTICUT SALES TAX IS NOT INCLUDED.
PAYMENT MUST ACCOMPANY ORDER**

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Show Order

- **Tent Order:**

- Quantity: _____ Size: _____

- Sidewall (circle one): Yes or No

- Clear sidewall (circle if applicable): Yes or No

- Privacy sidewall (circle if applicable): Yes or No

- **Flooring Order**

- **Space Dimensions**

Total Square Feet: _____ x \$sq. ft. = \$ _____ plywood/astro

Total Square Feet: _____ x \$sq. ft. = \$ _____ plywood/standard

Total Square Feet: _____ x \$sq. ft. = \$ _____ porta/astro

Company Information & Contact Information

Company: _____ Space: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

Authorized Signature: _____

PAYMENT*

Please return this form with payment to:

Stamford Tent & Event Services

84 Lenox Avenue, Stamford, CT 06906

Phone: 203-324-6222/Fax: 203-316-5116

Note: All orders submitted without payment by the deadline date stated in this document are subject to availability and a 25% increase.

TENT RENTAL INFORMATION

INSTRUCTIONS FOR TENT/TEMPORARY STRUCTURE FILING

- The Norwalk Department of Code Enforcement requires that Temporary Structure permits be issued for every tent or temporary structure of 120 sq. ft. or more (any tent larger than a 10' x 10'). Drawing indicating size, location, spacing, exits, seating (if any) and Tent Contractor must submit to the Building Official copies of Certification of Fabric Fire Resistance Rating for each tent. Tent Contractor must have a State Permit and have Fabric Certification on file with the State of Connecticut Department of Public Safety.



The fee for this permit is \$75. (Pricing subject to change)

- Electrical permits are required if electricity is supplied to the tent or regardless of the tent size. All electrical appliances must be raised off the ground by wood by a minimum of four (4) inches.

The fee for this permit is \$75. (Pricing subject to change)

- The mechanical Inspector will issue Gas Piping Permits for all appliances used for cooking etc. Also temporary water piping used for drinking or cooking must be inspected by the Plumbing Inspector for proper piping. Garden hose cannot be used. Plumbing permits are required if piping is to be used for water or gas service. Garden hose cannot be used for these purposes.



The fee for this permit is \$75. (Pricing subject to change)

- A time should be set at least four (4) hours prior to show opening for all inspections with tent owners or vendors. If you require Saturday and/or Sunday inspection there will be an additional \$150.00 fee. (pricing subject to change) Every tent will receive a separate, yellow Inspection Sign-off Card that must be posted and subsequently signed by all City departments after inspection and before the show opens.

All of the above requirements are either State Statutes of State Building Code Requirements required by the CT Department of Public Safety.

Please complete the APPLICATION FOR TEMPORARY STRUCTURE form on the following page as follows:

The Application for Temporary Structure, the Certificate of Flame Resistance and the check for the fees above (payable to the Norwalk Department of Code Enforcement) should be mailed to:

Norwalk Department of Code Enforcement
P. O. Box 5125
125 East Avenue
Norwalk, CT 06856
Attn: Bill Ireland



Tent Rental
Information

Tent Permit Info

City of Norwalk, Connecticut

APPLICATION FOR TEMPORARY STRUCTURE (TENTS, ETC.)

For Office Use Only:

Inspector Initial: _____

Date: _____

Inspection Date: _____

Application # _____

District: _____ Block: _____

Lot: _____

The undersigned hereby applies for permission to:

of Days:

Location:

Zip Code:

Property Owner:

Phone: ()

Address:

City:

State:

Zip Code:

Contractor/Applicant:

Phone: ()

Address:

City:

State:

Zip Code:

APPROVALS

Zoning:

Date:

Fire Marshall:

Date:

Health Department:

Date:

City Clerk:

Date:

Estimated Cost: _____

Fee: _____

O.T.: _____

Total: _____

Payment Type: Credit Card/Check Number _____

Trades Included: Yes or No

Electrical

Plumbing

Gas Piping

The laws and building department of the State of Connecticut and City of Norwalk shall at all times have precedence over drawings and specifications. The granting of a permit for the proposed work shall not be assumed or construed any right or permission to do anything contrary to the laws and regulations of aforesaid, under any circumstances whatsoever.

I hereby certify that all of the statements herein contained are true and correct.

Signature of Applicant:

Date:

Signature of Owner:

Date:

Approved by:

Date: