



NJECC CHARITY FAIR REQUEST FORM

If you would like to request charities to provide a display for an ECC event or meeting at your office, please complete this form. Please allow THREE (3) WEEKS for arrangements.

Event Date: _____

Event Location: _____

Event Address: _____

of Emp. At Location: _____

Directions & Parking Information – Please provide details to help agency representatives know where to unload, park, check-in, if picture ID is required, etc.

Charity Set-Up Time: _____

Event End Time: _____

Event Coordinator Name: _____

Event Coordinator Email: _____

Event Coordinator Phone: _____

Total # of Charities Requested (1 or 2 charities/table) : _____

NJECC Table Set Up Requested Yes No

Credit Union of NJ Invite Yes No

Tables and Chairs Provided Yes No