



# Carrboro Community Events Non Profit Booth Application (Please Print)

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Print Name of Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Day of event assistance requested for loading and unloading only: YES: \_\_\_\_\_ NO: \_\_\_\_\_

### Booth Guidelines:

- Proof of Non-Profit Status will be required. Please attach to application
- Sale items and distributions specifically related to or promotion of your organization will be allowed.
- Type of items to be displayed or sold: \_\_\_\_\_  
\_\_\_\_\_
- Distributions of any kind will only be allowed at your assigned booth space and must be related to your individual organization. Any items distributed or sold that are not related to your organization are prohibited. Booths not following this procedure will be asked to leave the premises.
- Exhibitors must provide all display equipment, i.e. tables, chairs, easels, tents, canopies or umbrellas'.
- Vehicles will be allowed close proximity to the assigned booth space for unloading and loading purposes only. If you require assistance please indicate on application.
- No vehicles will be permitted in the exhibit loading / unloading area 30 minutes prior to the event start time and 30 minutes prior to scheduled event finish time.
- Any foods items or drinks will need to be approved by the Recreation Department and follow all trash free guidelines.

*The Town of Carrboro will not be responsible for damage, theft, or injury to exhibitor or their booths during the event.*

### Fees

- \$15 non profit display space is required
  - Checks should be made payable to Town of Carrboro.
  - Once approved there will be no refunds of application fees.
- Payment can be mailed:
- Carrboro recreation and Parks C/o Kim Andrews 100 North Greensboro Street Carrboro, NC 27510
- Dropped off in Recreation and Parks office between the hours of 8:30- 5:00pm

**All applications and fees must be received 15 days prior to the event.**

### Space Assignments:

Exhibitors will receive space assignments and set-up instructions. Booths are approximately 8'x10'. Some spaces are located in grassy, semi-shaded areas while others are on pavement in direct sun. The Recreation and Parks Department cannot guarantee shady spaces, grassy areas, or booth coverings.

**Waiver:** I certify that I am authorized to act for the above named individual, organization or group, that this individual, organization or group understands that approval of the exhibit space in no way constitutes or signifies town sponsorship of the activity or function conducted by this individual, organization or group and that this individual, organization or group will be responsible for adhering to the attached rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline: June 15, 2011**