



2018 Carrboro Music Festival Non-Profit Display Booth Application

Event Date: Sunday, September 30th, 2018
Event Time: Sunday: 1:00pm - 7:00pm
Town Hall Grounds, 301 West Main St., Carrboro, NC 27510

Please return your completed application (including your signature and fee) by August 24th, 2018.

Organization Name:

Organization Representative:

Address:

Home Phone:

Work Phone:

Email Address:

Website:

Do you need assistance unloading and/or loading?

YES

NO

Items being displayed or sold:

*Checks should be made payable to: "Town of Carrboro."

\$15.00 Fee for Non-Profit Organizations

TOTAL enclosed

Send application and check to:
Carrboro Recreation and Parks Department
Attn: Emma Griffin
100 N. Greensboro Street
Carrboro, NC 27510

EVENT RULES

1. Distribution of materials will only be allowed via 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 these guidelines will be asked to leave the premises.
2. No imports, cooked foods, flags, or commercial items are allowed for sale or giveaway. (Food sales fall under concession requirements).
3. Exhibitors must provide all display equipment, i.e. tables, chairs, easels, etc. Tents, canopies and umbrellas are allowed, but will not be provided by the Town.
4. Vehicles will be allowed close proximity to the assigned booth area for unloading and loading purposes only. If you require assistance, please indicate so on the application.
5. **No vehicles are permitted in the exhibit area between 12:00pm-7:00pm.**

SPACE ASSIGNMENTS & CONFIRMATION

1. Exhibitors will receive space assignments and set-up instructions in September.
2. Booths are approximately 10'x10'.
3. **You should provide your own tables, chairs, easels, etc., as well as coverings for shade or rain protection.**
4. Some spaces are located in grassy, semi-shaded areas while others are on pavement in direct sun.
5. The Recreation and Parks Department cannot guarantee shady spaces, grassy areas, or booth coverings.
6. No vehicles will be permitted in the exhibit area.

SPECIAL EVENT 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 event rules and regulations.

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

Signature: _____
Date: _____

For more information and payment address contact:

Carrboro Recreation and Parks Department
Emma Griffin, Recreation Supervisor
919.918.7367
EGriffin@townofcarrboro.org