



**2017 Carrboro Music Festival
Non-Profit Display Booth Application**

Organization Name:

Organization Representative:

Address:

Home Phone:

Work Phone:

Email Address:

Website:

Day of assistance for loading and unloading only: YES _____ NO _____

GENERAL INFORMATION

The Carrboro Music Festival is a 2-day annual event sponsored by the Carrboro Recreation and Parks Department. Non-Profit Groups are invited to participate during the longer Sunday portion of the event. The Non-Profit Area is located on the Carrboro Town Hall Grounds, 301 W. Main Street, from 1:00pm-7:00pm. In the event of rain, outdoor venues may be cancelled. No rain date.

DATE/TIME

Sunday, September 24th, 2017
Exhibit Hours: 1:00pm-7:00pm
Set-up Time: 10:00am-12:00pm

PARTICIPATION FEES

For non-profit community organizations that desire to set up an information display booth.

- The fee for a Non-Profit Organization display is: **\$15**
(Checks made payable to the 'Town of Carrboro' and must accompany application)

Fee of \$15 enclosed: Check made payable to Town of Carrboro. Send to address below.

Type of items to be displayed or sold: _____

EVENT RULES

- 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.
- No imports, cooked foods, flags, or commercial items are allowed for sale or giveaway. (Food sales fall under concession requirements).
- 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.
- 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.
- **No vehicles are permitted in the exhibit area between 12:00pm-7:00pm.**

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

SPACE ASSIGNMENTS & CONFIRMATION

Exhibitors will receive space assignments and set-up instructions in September. Booths are approximately 10'x10'. **You should provide your own tables, chairs, easels, etc., as well as coverings for shade or rain protection.** 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. No vehicles will be permitted in the exhibit area.

For more information and payment address contact:

Carrboro Recreation and Parks Department
ATTN: Carrboro Music Festival
100 N. Greensboro Street
Carrboro, NC 27510
919.918.7377
CHarrington@townofcarrboro.org

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.

Signature: _____

Date: _____