

## Riverfest 2011 Non-profit Application and Agreement

Riverfest invites non-profit organizations to participate in the festival by providing a children's activity at their booth free of charge. Booth spaces are \$25 and include a tent, table, two chairs and lighting.

Organization/Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Number during event: \_\_\_\_\_

Non Profit Tax ID Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of booth activity: \_\_\_\_\_

\_\_\_\_\_

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Do you have your own 10x10 tent that you would prefer to use? \_\_\_\_\_ Yes \_\_\_\_\_ No

Riverfest has a limited supply of electrical hook-ups therefore, we must understand your exact electrical requirements to determine if we can service your operation and if so, your placement. Please supply the information requested below so we can make this determination. In order to prevent electrical overloads, you **WILL NOT** be allowed any more hook-ups on festival day than those requested below. Please note that you must have a minimum 12 gauge extension cord. No personal generators will be allowed:

Appliance to be run	110v	240v	Total Amperage
_____	_____	_____	_____
_____	_____	_____	_____
Total Each	_____x\$10	_____x\$20=\$	_____ Electric Charge

**Riverfest 2011**  
**Non-profit Organization Booth Guidelines**

- All organizations agree to man their booths from 5pm-9pm on Friday, September 9<sup>th</sup> and from 10am to 9pm Saturday, September 10<sup>th</sup>. No early break down is permitted without the consent of the festival Director.
- Organizations are required to host a children's activity FREE of charge in their booth.
- The organization must give away an item or items in their booth such as candy, balloons, pencils, pens etc. suitable for kids or teens. Items with the organization name or logo are acceptable.
- The **sale of any item is strictly prohibited**. Donation jars are acceptable however, they must not leave your designated booth space.
- Booth spaces are 10'x10'. All organizations are required to host their activity within that space. A tent, table, two chairs and lights are provided. Each organization may have solicitation materials placed on their tables however, materials must be related to the organization and remain within the confines of the 10'x10' space provided. No roaming solicitation or distribution will be allowed.
- The festival relies on sales of drinks and food as a funding source therefore no beverages or food items may be given away during the festival.

I have read and understand the non-profit organization booth guidelines and agree to comply with the terms and conditions set forth by Riverfest. I agree to indemnify and hold harmless the City of Clarksville, city employees, all sponsors, volunteers and the Riverfest Committees against any claim or action or for any cause. I agree that I will be responsible for my own insurance under this hold harmless clause. I further understand that this document does not guarantee participation in the festival until signed and returned by a Riverfest representative.

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Signed-Non-profit representative

Date

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Signed-Riverfest Representative

Date

Checklist of items that need to be enclosed with your application:

\_\_\_\_\_ Check or money order for booth space and any additional electric fees calculated

\_\_\_\_\_ Copy of the organization's 501c3 letter from the IRS

**Mail or return to: Riverfest, 102 Public Square, Clarksville, TN 37040 no later than August 2, 2011.**

**Please make a copy of this agreement for your records.**

For further information contact: Holly Groves at hgroves07@yahoo.com or Matthew Nixon at 931-645-7476 ext. 6641.