

Merchandise / Craft Booth Application
Roxboro Area Chamber of Commerce - 38th Annual Personality Festival
August 25 & 26, 2017

Personality Festival is a two-day event, beginning **Friday, August 25th from 5:00 p.m. to 10:00 p.m. and Saturday, August 26th from 10:00 a.m. to 4:00 p.m.** Rain date is Sunday, August 27th, 1:00 p.m. to 8:00 p.m. Booth space is available for both Friday and Saturday, and there is special pricing for those who choose to participate on both days.

Name of Company: _____

Contact Name: _____ Phone #: _____

Mailing Address
(City, State, Zip): _____

Fax #: _____ Email: _____

Specify Days Attending: _____ # of Spaces Needed: _____

List Items for Sale: _____

Applicant Signature: _____ Date: _____

BOOTH FEE:	\$65.00 10' x 10' Space – Non-Chamber Members	Booth Fee is NON-REFUNDABLE after the deadline. Registration Deadline – June 26, 2017
	\$45.00 10' x 10' Space – Chamber Members	
	\$90.00 10' x 10' Space – BOTH DAYS	

IMPORTANT INFORMATION:

1. RACC reserves the right to refuse service at any time for any reason. If deposits have been submitted, they will be returned.
2. Vendors who set up BOTH DAYS will receive best placement. We will have lighting on Friday night, but if you are concerned about visibility in your booth, you will need to bring your own light source. Overnight security is provided, but vendor/owner assumes all risk for items left unattended in booth.
3. Booth materials must be politically correct and appropriate for a family festival. You must provide your own table, chairs, and tent for your space. All items must fit within your 10' x 10' space and nothing can be on the sidewalks.
4. **There is no electricity provided.** If your booth requires electricity, you will need to bring a **very quiet generator**.
____ Place a check mark here if you intend to bring a generator. **Note:** This event takes place in the middle of our Uptown area, which is surrounded by buildings and asphalt streets. Sound is amplified. If your generator makes too much noise and is not remotely quiet, it could mean relocation of your booth, at the very least.
5. **Booth Set-Up: Booths must be completely set-up 30 minutes before the start of the event.** Official set-up times are: Friday – 2 p.m. to 4:30 p.m.; Saturday – 7 a.m. to 9:30 a.m. During these times, the only way to access your booth space is on foot or by using carts/hand trucks, which are 100% the responsibility of the vendor. RACC does not provide these items. If you need to pull a vehicle up to your space for any reason, you must do so before the above listed times. Once official set-up begins, you will be asked to remove your vehicle.
6. It is our wish that all merchandise/craft vendors keep their booths fully installed during event hours. When vendors start breaking down booths before the festival is over, it gives visitors the impression it is time to go. If you know in advance that you don't intend to remain set-up for the entire event, let us know. We will place you in an area where your departure will cause the least amount of disruption.
7. No drinks/beverages are permitted for sale or giveaway in Merchandise/Craft Booths. No exceptions.
8. Only specialty food items such as baked goods are permitted for sale in the Merchandise/Craft Booth category. If you need to clarify whether your items are appropriate for sale in this category, contact us before completing the application.
9. We plan to do a LARGE social media campaign leading up to this year's event. Please email us photos of your booth/items along with any details and website/social media links, etc., by June 26, 2017 for us to include in promotional efforts.
10. You will receive an email to confirm receipt of your application/payment. Booth assignments and further instructions will be sent to all vendors one week in advance of the event. Thank you!

Mail application and payment to:

RACC, ATTN: Personality Festival, 211 N. Main Street, Roxboro, NC 27573

Contact Melissa Lowery with any questions: Chamberevents@RoxboroNC.com or 336-599-8333