

**Awareness / Information Booth Application**  
**Roxboro Area Chamber of Commerce - 39th Annual Personality Festival**  
**August 24 & 25, 2018**

Personality Festival is a two-day event, beginning **Friday, August 24<sup>th</sup> from 4:00 p.m. to 10:00 p.m. and Saturday, August 25<sup>th</sup> from 10:00 a.m. to 4:00 p.m.** Rain date is Sunday, August 26<sup>th</sup>, 1:00 p.m. to 8:00 p.m. Historically, Awareness/Information Booths have set up on Saturday only, but based on requests, vendors are now able to register for both days if they choose.

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address  
(City, State, Zip): \_\_\_\_\_

Email: \_\_\_\_\_

Specify Days Attending: \_\_\_\_\_ # of Spaces Needed: \_\_\_\_\_

What kind of information/items will be available in your booth? \_\_\_\_\_

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

<b>BOOTH FEE:</b>	\$35.00 10' x 10' Space – Non-Chamber Members	<b>Booth Fee is NON-REFUNDABLE after the deadline. Registration Deadline – Friday, June 22, 2018</b>
	\$25.00 10' x 10' Space – Chamber Members	
	\$50.00 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. 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. No soliciting outside booth.
3. \_\_\_\_\_ The default policy is that NO items are to be sold in Awareness/Information Booths. No money is to change hands for any reason. We do however make exceptions for non-profit organizations who can provide paperwork indicating their 501 (c)(3) or 501 (c)(4) status. In those cases, for an additional \$10 fee, they are able to collect donations, sell raffle tickets and/or sell fundraising items (no food/beverages allowed). If your non-profit would like to take advantage of this exception, *place a check mark in the box above.*
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.** The Official set-up times are: Friday 1:00 p.m. – 3:30 p.m.; Saturday – 7:00 a.m. to 9:30 a.m. During this time, 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 Awareness/Information vendors keep their booths fully installed until 4 p.m. 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 Awareness / Information Booths. The one exception is bottled water which may be given away for free inside booth space only.
8. 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 22, 2018 for us to include in promotional efforts.
9. 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**

**Phone 336-599-8333 with Credit Card payment**

Contact Melissa Lowery with any questions: [ChamberEvents@RoxboroNC.com](mailto:ChamberEvents@RoxboroNC.com) or 336-599-8333