

**Roxboro Area Chamber of Commerce**  
**2021 Personality Festival Awareness / Information Booth Application**

We are excited you are interested in being part of our annual Personality Festival as we celebrate Roxboro and Person County! Our festival is a **ONE DAY** event on **October 2, 2021, 10am-8pm. No rain date available.**

**BOOTH FEES:**

\$40.00 10' x 10' Space - Non-Chamber Members

\$25.00 10' x 10' Space - Chamber Members

**[PLEASE SEE COVID POLICY PAGE FOR ALL DETAILS ON HOW TO MOVE FORWARD FOR 2021](#)**

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

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

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

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

# of Spaces Needed: \_\_\_\_\_ Want to be featured on our social media? Yes or No

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

**IMPORTANT INFORMATION: Please initial each statement after reading.**

- \_\_\_\_ 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. If your space takes up more room than you paid for, you will receive a bill for the additional space not paid for beforehand. We cannot guarantee any booth location. Booth locations will be placed appropriately and given to you the week before
- \_\_\_\_ 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 \$20 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 here* \_\_\_\_.
- \_\_\_\_ 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 being relocated to a new location. If there are no locations available, you could be asked to turn it off.
- \_\_\_\_ 5. **Booth Set-Up:** Official set-up times will be given out with the vendor location map. Once road barricades are in place the day of the event, 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 the Friday night before the event or before 6am the day of. Once official set-up begins, you will be asked to remove your vehicle.
- \_\_\_\_ 6. Because of the way the Festival is set up, once vendors have their booth/equipment/vehicle/trailer set up and in place, you will not be able to move until the festival is over.
- \_\_\_\_ 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 **AUGUST 21, 2021** for us to include in promotional efforts.
- \_\_\_\_ 9. You are responsible for removing all trash from your booth area.
- \_\_\_\_ 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!
- \_\_\_\_ 11. I have read the 2021 COVID policy plan set in place by RACC.

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

**Mail application and payment to:**  
**RACC, ATTN: Personality Festival, 211 N. Main Street, Roxboro, NC 27573**  
**Phone 336-599-8333**

Contact our Chamber Events Coordinator with any questions: [ChamberEvents@RoxboroNC.com](mailto:ChamberEvents@RoxboroNC.com) or 336-599-8333

## COVID Restriction Plans- 2021

At this time, we as a community and as a country do not know what the restrictions will look like in October. We are doing our best to follow all guidelines provided so we can move forward with putting on Personality Festival 2021. With that being said, we cannot control what regulations and restrictions are placed upon us meaning if we are forced to cancel the event, it is not due to lack of trying and effort on our part.

To be able to move forward and plan accordingly, we have opted for the following in regard to payments and applications.

1. When submitting your application, you are required to submit 1 check:
  - a. 1 check for your booth fees made out to RACC
  - b. We will NOT be accepting online payments due to the nature of the festival currently.
2. Your check **WILL NOT BE DEPOSITED** until one of the following occurs:
  - a. We have been allowed to have the festival
  - b. August 1<sup>st</sup>, 2021
3. If we have been informed that we **CANNOT** move forward with the festival:
  - a. Your check will voided and shredded
  - b. You will be informed about the cancellation as well as that your check has been voided and disposed of.
4. If you are to cancel on or after August 1, 2021, your check is **non-refundable**.
5. If you cancel before August 1, 2021, your check will be disposed of accordingly and you will be removed from our vendor list for the event.

Vendors will be spaced out more than in the past to accommodate social distancing and making the public comfortable. With that being said, applications will be on a **first come, first basis** as vendor spots may be more limited than in the past. **Roxboro Area Chamber of Commerce members will be given the first opportunity to submit applications and payment.** To try to ensure that you will have a vendor space, submit all documents, and check(s) in a timely manner so staff can review the application to make sure there is nothing else needed or missing as well.

You will be responsible for following any and all COVID restrictions that are deemed necessary at the time of festival per Environmental Health or State-Wide Mandate. Environmental Health will be patrolling and making sure all rules and regulations are being followed. Please make sure you provide and use all necessary items as they will not be provided for you (i.e. gloves, masks, cleaners)