

2010 Canton First Friday Non-Profit Group / Local Organization Agreement

Non-profit and other public or private entities deemed fitting by the First Friday coordinators will be assigned booth space on a case by case basis. Spaces should be requested/reserved at **least two weeks prior to the First Friday date** in order to be added to the Canton First Friday map of events. Non-profits with a strong membership base or involvement in Canton and those with educational outreach related to art, sustainability and community will be prioritized. Participants must provide their own tent (no larger than 10 ft. x 10 ft.), booth displays (including tables and chairs) and garbage disposal. Please see the listing at the end of this application for set-up, breakdown, etiquette and other applicable rules. Fundraising efforts (such as raffle tickets, t-shirt sales, etc.) are not permitted.

There is no application or booth fee, but full participation in set up and breakdown is expected. Set up must be **completed** no later than 5:30 p.m. Certain groups, particularly those with a closely related arts or community outreach theme, may sign up for repeat visits during the season. Spaces will be awarded under the discretion of the Canton First Friday coordinators. Non-profit booths will be assigned on a first come, first served basis. Applications must be at least 2 weeks prior to the First Friday in which they'd like to participate. Late applications may be accepted, but will not be included on the map or listing of events.

Non-Profit Name _____

Contact Name _____

E-mail _____ Phone _____

Website _____

Date(s) desired _____

Please provide a brief mission statement and organization description for inclusion on Canton First Friday website and/or marketing materials.

In order to assure maximum traffic to your booth and be a good "fit" for Canton First Friday, it is requested that your organization provide an activity (i.e., live music performance, art display, children's activity).

Activity:

****You will be notified within 3 days after the deadline if your application has been accepted. If you need approval prior to that for planning purposes, please contact us.**

All groups occupying booths must follow Canton First Friday Policies and Rules.

- Booths are for marketing and advertising only.
- Canton First Friday management has full authority to assign space.
- Groups are responsible for keeping their stall attractive and free of clutter.
- Groups are responsible for removing their trash and debris at the event. (It can be placed next to city trash receptacles).
- Groups may not do any fundraising at all.
- The booth must be staffed at all times.
- Set-up must be complete by 5:30 p.m. on event day; it can begin no earlier than 4:00 p.m.
- This application must be submitted at least 2 weeks prior to the event day.
- Groups will notify a First Friday coordinator immediately if not able to participate in a scheduled First Friday.

By submitting this application, you are agreeing to the above conditions.

I, _____, an authorized representative of

_____ agree to the above stipulations for participation in Canton First Friday.

Signed

Date

Approval

Date

Please email, fax or mail your completed application to:

kellyb@cantonchamber.org

Kelly Blandford Bah
Canton Development Partnership
Canton Regional Chamber of Commerce
222 Market Avenue North
Canton, Ohio 44702
(330) 458-2063 direct line
(330) 452-7786 fax