



FAFO's Ocala Arts Festival Non-Profit Community Booth

Contact: Maggie Weakley fafoocala@gmail.com.

Make Checks out to **FAFO**

Mail application and check to **FAFO, P.O. Box 6229 Ocala, FL 34478**

For Credit Card payment call: **352-867-0355**, a 3% processing fee will be charged for all credit card transactions.

Business: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Preference of Location: _____ Gazebo Area, _____ Citizen's Circle

Preferred Time of Set Up:

_____ Friday, what time is preferable for you: _____

_____ Saturday Morning, must be set up and ready to receive guest by 9:00 am

Do you need Electricity: _____ Yes, _____ No

(limited accessibility - requests given on a first come basis)

Community Booth Fee • Choose 1 Option

_____ **10'x10' Space ~ FAFO provides a Tent = \$300.00**

_____ **10'x10' Space ~ You Provide Your Own Tent = \$150.00**

TERMS AND CONDITIONS

- FAFO shall provide a 10'x10' tent for the \$500 booth space. The organization shall provide their own tables, chairs and décor.
- FAFO shall provide a 10'x10' space for \$300. The organization will provide any tables, chairs or décor. You may bring your own tent, it may have your logo, and any decor you choose. The Tent must be weighed down appropriately to withstand heavy winds.
- No umbrellas are allowed.
- No part of the exhibit may extend beyond the perimeters of the 10 foot space.
- All signage must be professionally produced. Your Booth shall look tidy and professional.
- Deadline to send payments must be received no later than **October 10th**, if payments are not received by then, your spot will be given to someone else.
- You must set up at your assigned location. If you set up somewhere else you will be asked to leave.
- There shall be no sale of physical products. This is an exhibit area only to promote your business or organization. You may collect information and make sales to contact the patrons after the show.
- Booths are encouraged to pass out literature or promotional items or hold a drawing with door prizes, etc.
- All booths must remain open and staffed throughout the entire art festival weekend, Saturday & Sunday 10am – 5pm. Booths must be staffed at all times.
- There is limited Electricity Available. Register early to obtain the spaces were there is power.
- **You must be set up by 9 am Saturday.**
- **You must be present and ready to receive guest on Saturday & Sunday by 9:30am.**
- **Break down may not occur before 5:00 pm on Sunday.**
- FAFO is not liable for any loss, damage, or injury to personal items, property or individuals which may occur in or to your booth.

Please sign and date below that you have read and agree to the terms and conditions of this agreement.

Your Signature

Date submitted