

Dear Civic or Non-Profit Organization:

The Apple Festival Committee would like to extend to you the opportunity to use this year's Festival to let the public know more about your organization. .

We are offering this space to only Civic & Non Profit Organizations as an effort to support our local community.

Again this year!, we will provide ballots to each booth for distribution to visitors of each booth. Visitors will be asked to vote for the best booth and return the ballots to the Apple Festival Information Tent. The winning booth will receive recognition from the Apple Festival Committee and their name will be placed on a traveling trophy! Be sure you encourage visitors to vote!

There are only 10 spaces at the Elizabeth A. Smysor Memorial Plaza. The spaces are 10' x 10' with electricity available for **lights only**. No food or drink may be sold.

Applications will be accepted on a first-come-first-served basis. If you have any questions, please contact the Apple Festival at 618.684.3200 or email:murphysboroapplefestival@gmail.com.

Sincerely,
Sharon Harris-Johnson
Civic & Non-profit Organizations Committee
Chairperson

INFORMATION & REGISTRATION

DATES: September 18 –19, 2020
DISPLAY TIMES: **Friday, 6:00 p.m.—9:00 p.m.**
Saturday, 10:00 a.m.—6:00 p.m.

LOCATION: Smysor Plaza, 13th and Walnut

DEPOSIT: A deposit of \$100 must be submitted with your application. \$50 will be returned to you after compliance with the required display times.

ELECTRICITY FEE: \$50 of the deposit will be retained by the Apple Festival to pay for electricity.

DESCRIPTION: 10' x 10' space with electric hook up.

EQUIPMENT: You must provide a 100' certified extension cord for lights only. Exhibitors are responsible for any other exhibit equipment they require. Covered spaces not provided. Please provide your own tent, table, and chairs.

DEADLINE: All reservations for exhibition space must be in by August 24, 2020. Payment in full must accompany the signed registration form!

RULES:

1. The Apple Festival Committee retains the right to refuse space to products deemed objectionable. All on-site activities are subject to approval.
2. All exhibitors must bring 100-foot extension cord and lighting. Apple Festival reserves the right to limit excessive use of electricity.
3. All display materials are the responsibility of exhibitor. A neat, attractive display is important. **Entire display must be inside assigned area.**
4. Each exhibitor is responsible to clean up area used by exhibitor.
5. No food or drinks to be sold by exhibitors.
6. **No late set up or tear down before end of festival. Booth must be staffed at times listed above.**
7. Illinois State Sales Tax is the responsibility of the exhibitor.
8. No receipt will be sent, your canceled check will be your acceptance.
9. No cars or trucks will be allowed to park on Smysor Plaza.
10. City ordinance prohibits raffles without a permit.
11. The space assignments are made by the Apple Festival. Assignments are **not negotiable**.
12. If all rules above are met your refund will be \$50, issued after the close of the festival.
13. **If the Apple Festival Committee cancels the festival, you will receive a refund of the \$100 or you may apply to your 2021 space fee.**

Civic & Non-Profit Organizations

DEPOSIT OF \$100.00 PER SPACE MUST ACCOMPANY THIS REGISTRATION FORM!!!
Make check or money order payable and send to:
Murphysboro Apple Festival
110 South 14th Street
Murphysboro, IL 62966

Organization Name: _____

Contact Person: _____

Address: _____

PO Box: _____

City: _____

State: _____ Zip: _____

Telephone: (____) _____

Email Address: _____

Number of Spaces Needed: _____

What are you displaying in your space?

(the nature of your display must be entered)

Your signature on this form indicates consent to the requirements listed in the Information/Registration section, and will not hold the Murphysboro Apple Festival committee, City of Murphysboro, or property owners responsible for any loss, theft or destruction of their work or any personal injury which might be suffered in the course of the festival. All normal precautions will be taken to assure safety of exhibitor and their property.

*If you wish further information please call the Murphysboro Apple Festival office at 618.684.3200.
email:murphysboroapplefestival@gmail.com.*

Signature of Exhibitor:

This space is reserved for the Murphysboro Apple Festival Committee:
Date Revd: _____ Amount Revd: _____ AFC Initials: _____