



## Civic & Non-Profit Organization Booths

The Apple Festival Committee would like to extend an invitation to Civic & Non-Profit Groups the opportunity to use the Murphysboro Apple Festival to educate the public about your organizations. We are offering these spaces to Civic & Non-Profit Organizations only as an effort to support our local community. There are only 6 spaces available in the Elizabeth A. Smysor Memorial Plaza. Applications will be accepted on a first-come, first-served basis. If you have any questions, please contact one of the chairpersons by phone - Jeannie Etherton, 618-967-1158 - or our office by email, [murphysboroapplefestival@gmail.com](mailto:murphysboroapplefestival@gmail.com).

Sincerely,  
Jeannie Etherton  
Civic & Non-Profit Organizations Committee Chair

**DATES:** September 11 - 14, 2024

**LOCATION:** Smysor Plaza (South 13th Street & Walnut Street)

**DISPLAY TIMES:** Wed/Thurs/Fri, 6pm - 9pm; Sat, 9am - 9pm

**SPACE:** 10' x 10' space with provided electricity

**EQUIPMENT:** Exhibitors must provide their own 100' certified extension cord for LIGHTS ONLY. Covered spaces are not provided. Please provide your own tent, table, and chairs. Exhibitors are responsible for any other equipment they require.

**DEPOSIT/ELECTRICITY FEE:** A deposit of \$100 must be submitted with your application. \$50 will be returned to you after compliance with the required display times; \$50 will be retained by the Apple Festival to cover the cost of electricity.

**DEADLINE:** All reservations for exhibition space must be submitted to the Apple Festival Office no later than August 31st, 2024.

### **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 a 100' 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 their own area.
5. No food or drinks are to be sold by exhibitors.
6. **No late set-up or early tear-down will be allowed. Booth must be staffed and open during all times listed above.**
7. No cars or trucks will be allowed to park within Smysor Plaza.
8. The space assignments are made by the Apple Festival. Assignments are NOT negotiable.
9. If all rules above are met, \$50 of your deposit will be refunded after the close of the Festival.
10. If the Apple Festival Committee cancels the festival, you will receive a full refund of \$100 or you may apply your deposit towards a space reservation during the next Apple Festival.



## Civic & Non-Profit Organization Booth Registration

*All information is required*

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number of Spaces Requested:** \_\_\_\_\_

**Nature of Items Displayed/Items Sold:** \_\_\_\_\_

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*Your signature on this form indicates understanding of the requirements listed in the Information/Registration section and your agreement that you 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 Murphysboro Apple Festival. All normal precautions will be taken to assure safety of exhibitor and their property.*

**Signature of Exhibitor:** \_\_\_\_\_

*If you have any questions or would like any additional information, please contact the Murphysboro Apple Office: 618-684-3200 or [murphysboroapplefestival@gmail.com](mailto:murphysboroapplefestival@gmail.com)*

OFFICE USE ONLY

**Date Rcvd:** \_\_\_\_\_ **Amt Recd:** \_\_\_\_\_ **Initials:** \_\_\_\_\_