



Community Christmas Lights Parade

Rules for Booth Space at City Hall

Date: Saturday, December 5th, 2015

Set-Up Time: 3:00 – 4:00 pm

Event Time: 5:00 – 8:00 pm

Parade Start: 5:15 pm

Tree Lighting: 6:00 pm

Clean-Up Time: 8:00 pm (No early breakdown!)

Event Rules for Booth Space at City Hall:

1. Booth Space at City Hall is limited and requests will be reviewed and considered on a first come, first served basis. Submitting an application does not automatically grant booth space, all applicants will be contacted with final decisions.

2. Booth Fees are as follows:

Booth Size	Food Booth	Non-Food
10x10 (100 ft ²)	\$20	\$10
10x20 (200 ft ²)	\$30	\$15

3. Please note the booth space only allows for the square footage of your booth, you will need to provide all tables and canopies. All booths will be located outside, rain or shine, be prepared!
4. There are no refunds, for any reason, if you decide to back out of your booth space after your application is approved and payment is made.
5. All vehicles not approved as part of your booth must be removed from closed streets by 4:00 pm, no exceptions! If you need to drive items to your booth, please ensure everything is delivered by 4:00 pm.
6. We encourage all booths to decorate with Christmas lights to fit the event theme and be easily seen since this event occurs in the dark. Please bring your own lights and extension cords.
7. Food vendors must provide a copy of their health department licenses and insurance.
8. If you are entering the parade, you can have a booth at your parade entry viewing location at no extra charge, as long as no sales occur. However, if you would like your booth at a separate location or wish to sell items, you will be subject to the fees above.
9. Please keep a copy of the rules and application for your records!

Community Christmas Lights Parade Rules

Application for Booth Space at City Hall

Contact Information

Organization/Group _____
Contact Person _____ Email _____
Phone (Day) _____ Address _____
Phone (Cell) _____ City/Zip _____

Booth Information

- 1) Booth Activity: Food Sales Product Sales Giveaways Free Game/Craft Business Promotion
- 2) Booth Size: 10x10 10x20 Other: _____
- 3) Please describe all booth activity (if selling food include a full menu with prices): _____

- 4) Do you need electricity? No Yes, I will need power for _____
- 5) Do you have an entry in the parade? No Yes
If yes, do you want your booth by your parade entry or at a separate location?
- 6) Do you have any special requests? _____

Liability Release and Rules Agreement

Application is hereby made for booth space at City Hall for the Community Christmas Lights Parade, December 5, 2015. The organization/group agrees to indemnify, hold harmless and defend against any action against City of Central Point, all sponsoring organizations and their officers, directors, employees and agents from and against all liabilities whatsoever arising out of its participation in the event.

Print Name _____ Signature _____ Date _____

Official Use Only: Approved _____ Fee Paid _____ Notes _____