|  |  |
| --- | --- |
| **BOOTH DATES** | |
| Booth Set Up Date: | Monday, July 3rd 2023 |
| Booth Days: | July 3rd and 4th 2023 |

**Booth Rental**

12’ X 12’ Space: $60

**PRE-SCHEDULED SETUP DAY:**  Monday, July 3rd, 2023

**OFFICIAL BOOTH DAYS AND SCHEDULES:**

Monday, July 3rd, 2023 Noon - 9pm

Tuesday, July 4th, 2023 9am - 9pm

**IMPORTANT INFORMATION:**

* Print and fully complete the application and return promptly
* Include all applicable contact information
* Read all booth rules and sign (Step 2) as shown. Failure to do so will invalidate your application.
* Include full payment with your application (Step 3)

If you have questions, please email [pcbotaylor@gmail.com](mailto:pcbotaylor@gmail.com) or visit the website at PekinFourthofJuly.com.

The Booth Committee will evaluate applications and you will be notified of acceptance, booth placement, etc.

**Booth Rental Refund Policy: No refunds will be given for any reason once booth rental is confirmed by committee.**

We look forward to working with you,

Sincerely,

The Pekin Betterment Committee

**STEP 1: BOOTH INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **INFORMATION** | | | |
| ORGANIZATION NAME: |  | | |
| ADDRESS: |  | | |
| CITY: |  | STATE: |  |
| CONTACT NAME: |  | | |
| PHONE: |  | MOBILE: |  |
| EMAIL: |  | FAX: |  |
| **BOOTH INFORMATION** | | | |  |
| PREVIOUS YEAR BOOTH # |  | | ☐ - N/A |  |
| DESCRIBE  YOUR BOOTH:  (CHECK ALL THAT APPLY) | ☐Retail ☐ Food ☐Crafts ☐Raffle ☐ Free Drawing  ☐Promotion ☐ Information | | |  |
|  | | | |  |
| # OF BOOTH SPACES REQUESTED (12’ X12’) |  | AMOUNT ENCLOSED FOR SPACES: | $ |  |
| PAYMENT: | ☐ CHECK       ☐MONEY ORDER | | |  |
| ORGANIZATION STATUS: | ☐ PROFIT       ☐ NON-PROFIT | | |

**STEP 2: RULES** *SIGN AND RETURN. KEEP A COPY FOR YOUR RECORDS*

IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY, ESPECIALLY THOSE THAT ARE BOLD. IT IS YOUR RESPONSIBILITY TO SEE THAT THE RULES ARE OBEYED.

1. Each booth space is 12’ x 12’. Booth Rental is $60 per space for the total of 1.5 days. Your payment for booth rental must be postmarked by June 23, 2023. Payment for booth rental must include your completed signed booth application and a signed copy of these rules.

2. Booth Set-Up is Monday of July 3rd, 2023 at noon. **Booth Inspections take place at 2pm on Monday afternoon.** A booth representative must be available during these hours. You are responsible for the safety and security of your booth area.

3. All booths must be operated and attended during the scheduled hours of all four booth days unless otherwise stated.

4. Booths selling any type of food must obtain a permit from the Washington Co. Health Department.

5. All booths offering a raffle, drawings, or giveaways must contact the Indiana Charity Gaming Commission (www.in.gov/igc or by phone 1-317-232-4646 to obtain gaming license. Application process can be lengthy, so please apply for a license as soon as possible. Applicable booths must have a gaming license posted in their booth AT ALL TIMES. Violations will automatically result in loss of booth space.

6. All booths must visibly display the name of the booth, sponsoring organizations and booth number.

7. The Pekin Betterment Committee reserves the right to move booth locations, and set the placement of booths within the Pekin Park booth area. In addition, we reserve the right to refuse or reject any booth, any time for rules violation or questionable operations.

8. No booth location may be sublet.

9. Booth operators are required to stay within the boundaries of contracted booth space. Booth operators may not sell or distribute materials from the back of their booth or outside of the booth.

10. Booth operators must provide their own trash container appropriate for the needs of their operation and use the roll-off dumpsters to empty their containers. Please break down all boxes before placing them in dumpsters.

11. Booth operators must confine operations to their assigned booth space. No storage or seating allowed outside of booth space.

12. **The Pekin Betterment Committee officials reserve the right to close or delay hours of booth operation in the event of inclement weather.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP 3: AUTHORIZATION**

I, the undersigned, certify the information provided on my application to be true and factual to the best of my knowledge. Please read and initial the following two points:

☐  - I have read and understand the rules of operation, and I will see that they are obeyed at all times.

☐ - I also accept the responsibility for the safety and security of my booth.

**CHECK OR MONEY ORDER MUST ACCOMPANY THIS APPLICATION.**

Make check payable for $60 per 12’ x 12’ space. Make check or money order payable to Pekin Community Betterment Organization. Mail to PCBO, Attn: Booth Chairman, P.O. Box 135, Pekin, Indiana 47165.  Note: The booth committee will not guarantee any booth space location.

 1. Pekin Community Betterment Organization grants to Vendor the use/rental of booth space at the Pekin 4th of July Celebration Pekin, Indiana for the festival period specified.

2. At all times relevant to this Agreement, Vendor agrees to comply with any and all applicable federal, state, county and city laws, ordinances, rules and regulations (the “Laws”), and also any and all rules and regulations and policies adopted by Pekin Community Betterment Organization or its designated committee (the “Rules”), whether now existing or subsequently adopted.

3. This Agreement shall be subject to termination by Pekin Community Betterment Organization without notice or hearing upon any violation of the Laws and/or Rules by Vendor, or its agents, employees or other designees.

4. Vendor hereby indemnified, defends and hold harmless Pekin Community Betterment Organization, its officers, agents, contractors and employees from any and all claims, demands, actions, causes of action, suit or proceeding for loss of damage incurred, either in whole or in part, by the negligence or willful misconduct of Vendor, its officers, agents, contractors and employees.

5. Vendor, for itself and its officers, agents, contractors, and employees, their respective successors, assigns, heirs and/or personal representatives, hereby Pekin Community Betterment Organization, its officers, agents, contractors, and employees from any and all liability for any claims, demands, actions, causes of action, suit or proceeding for any loss or damage suffered by Vendor, its officers, agents, contractors, and employees, arising out of Vendor’s participation in Pekin 4th of July Celebration.

*Send any inquiries and all correspondence to:*

*Pekin Community Betterment Organization*

*Attn: Booth Chairman*

*P.O. Box 135 Pekin, Indiana 47165*

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**