



## Norwell Summer Fest - Saturday, June 1, 2019, 1-7pm

### NONPROFIT Information & Application Form

Dear Nonprofit Organization,

We welcome you and thank you for your interest in Norwell Summer Fest!

Booth spaces are limited and fill up fast! Application deadline is April 6, 2019. You will be advised by April 27 if a booth space is available. Please note, nonprofits registered in the Town of Norwell will be given priority.

Norwell Summer Fest's highest priority is public safety for all. Please read the important information and event safety rules below as follows:

- ◆ Event will be held open air on a paved street, rain or shine
- ◆ Booth space/Nonprofit Organization (NPO): 10' x 10'
- ◆ NPO must provide all own booth and display equipment - tent, tent weights, tables, chairs, etc.
- ◆ Tents **must** be weighted for safety
- ◆ NO generators will be allowed
- ◆ Set-up will be permitted from 11:00am, 2 hours prior to festival opening at 1pm
- ◆ NPO will be permitted to temporarily park vehicles at allocated booth space for unloading/loading only
- ◆ Vehicles **must** be removed promptly from event area. Designated free parking will be provided
- ◆ NPO will not be permitted to leave the event until end of festival at 7:00pm
- ◆ Pack-up to be completed by no later than 8:00pm when Main St. will re-open to through traffic
- ◆ Booths must be staffed at all times
- ◆ Set-up and pack-up is the sole responsibility of the NPO, however, event volunteers will be available to assist
- ◆ All own generated trash must be removed and hauled away please
- ◆ Further specific event day information will be emailed & posted on website at least 2 weeks prior to event

#### NEW FOR 2019 - PLEASE PRINT & COMPLETE APPLICATION FORM

In order to help us with our planning, we are requesting that you please complete and mail an application form by April 6, 2019. In addition, we kindly ask that you enclose a \$50 refundable deposit\*. This deposit will be refunded to you by June 7, 2019. \*However, we regret that any event cancellations made after May 12, or any no-shows on event day, will not be eligible for a refund.

Unfortunately, we have had some very late cancellations and no-shows in previous years. This makes it extremely difficult for us to re-organize our Town approved booth street plan which has to be submitted to the Norwell Police & Fire Departments several weeks prior to the event for approval.

#### KEY DATES:

**April 6** Application deadline

**May 12** Cancellation deadline

**April 27** Booth availability advisement

**June 7** Deposit check return subject to conditions\*



## Norwell Summer Fest - Saturday, June 1, 2019, 1-7pm

### NONPROFIT Booth Application Form

**PLEASE PRINT CLEARLY:**

Organization Name			
Website			
Social Media			
Contact Name			
Street Address			
City/State/ZIP	City:	State:	ZIP:
Phone	Cell:	Business/Other:	
Email			

Briefly, what is the purpose and mission of organization? \_\_\_\_\_

Tax status - 501(c)(3)  YES  NO Tax Identification Number \_\_\_\_\_

What will be promoted/sold at NSF 2019? \_\_\_\_\_

What will be the price range of any merchandise sold? From \$ \_\_\_\_\_ To \$ \_\_\_\_\_  Not applicable

Will you be selling/handing out food products?  YES  NO

If yes, do you have a permit issued by your governing health department?  YES  NO  Not applicable

Any other information/comments? \_\_\_\_\_

**Application checklist** - the following must be received please by no later than **April 6, 2019**:

- Signed & dated application, regulation & release form (this page)
- \$50 refundable deposit\* by check made payable to: **Friends of Norwell**.  
\*Please note, refunds will not be given for any cancellations made after May 12, 2019, or for no-shows
- Self addressed stamped envelope for deposit return

**For NPO's selling/handing out food products only:**

- Signed & dated Norwell Board of Health application for 'One Day Event Permit' & all BOH required documentation
- \$25 fee for One Day Event Permit by separate check made payable to: **'Town of Norwell'**

Please mail all of the above to: **Norwell Summer Fest, P.O. Box 5042, Norwell, MA 02061**

Booth space confirmation will be advised by **April 27, 2019**

I, the undersigned organization representative, have read the event rules on the Norwell Summer Fest website, and agree to abide by said rules as stated. I agree to defend, indemnify and hold harmless Norwell Summer Fest, Friends of Norwell, and all event volunteers and committee members.

Signature \_\_\_\_\_ Date \_\_\_\_\_