



GFWC Oviedo Woman's Club 44th GREAT DAY IN THE COUNTRY

Arts and Crafts Festival
November 11, 2017

NEW Location: Oviedo on the Park
299 Center Lake Lane, Oviedo, Florida 32765
(Corner of Mitchell Hammock Road and Oviedo Blvd.)

For additional information, please call **407-365-9420** or e-mail GreatDayBooths@gmail.com

2017 Community Service Booth Application

Rules & Regulations

1. **Festival hours are 9am to 4pm.**
2. Participants are responsible for setting up and dismantling of their booth. Tents, tables, etc. are to be provided by participants.
3. The booth fee is free to 501(c) 3 organizations that have been accepted. A business booth can be acquired for all other non-profits at a fee. See Business Booths at www.GreatDayOviedo.org
4. **There are limited spaces. Application does not mean acceptance into the event. You will be contacted by the Community Service Chair by September 1, 2017.**
5. All partners sharing a booth must be listed on application.
6. Once you have applied and your application has been accepted, you will receive a confirmation email within 60 days.
7. Each booth space is approximately 10' x 10'. **We do not provide tents, tables, chairs, etc.** All work is to be contained within the assigned space. **DO NOT roam the grounds handing out literature.**
8. You will be provided a Booth Identification Card which MUST be prominently displayed on the front of the booth.
9. Tents need to be weighted or tied down to prevent blowing over. Any cords running on the ground need to be secured with tape down their entire length or covered to prevent tripping hazards.
10. Booths are to be attended at all times during the event. **Only one vehicle per booth is allowed on the field during set up on Friday and Saturday.** Unload merchandise and immediately move your vehicle to the parking area before beginning booth setup.
11. **NO SALES ARE ALLOWED.** It is permissible to have sign-up sheets for mailing lists and follow-up calls/e-mails
12. **NO PARKING IS PROVIDED ON GROUNDS.** There is **not** a reserved lot for vendors.
13. **Information regarding booth setup, booth numbers, and gate entrances will be sent to accepted participants by late October.**
14. You **cannot** start breaking down your space until 4:00 PM. Please break down and pack up BEFORE getting your vehicle. Cars are not allowed on the grounds and Food Trucks may not be removed until approximately 4:15 – 4:30 pm when the Oviedo Police gives the clearance. You must finish your cleanup and be off the grounds by 6:00 pm.
15. NO food or drink sales are permitted in the booth.
16. NO alcohol, drugs or unlawful transactions are permitted.
17. If any violation occurs, the organization will be asked to leave.
18. Great Day in the Country is held rain or shine. There is no rain date. If weather conditions are extremely unfavorable, the GFWC Oviedo Woman's Club may cancel all activities

GFWC Oviedo Woman' Club
Great Day in the Country 2017
Non Profit/Community Service Booth Application

Organization Name:		Website:	
Address:			
Contact Person			
Email:		Phone:	
List all Planned Activities held at your booth:			
<p><i>Release: I do hereby release and hold harmless the GFWC Oviedo Woman's Club, Inc. and the City of Oviedo of and from any and all manners of actions, suits, damages or claims whatsoever arising from any loss or damage to my property or anyone's property in my possession or supervision. I have read all of the enclosed information and agree to abide by all rules and regulations described therein. I further understand that leaving before closing times, changing assigned booths, or driving a vehicle onto the grounds before 4:15 PM Saturday without permission from the Event Chairman will result in non-admission to a future event.</i></p>			
Signature:		Date:	
Internal Use Only:	Booth #	501(c)3:	Y N
		501(C)3 Verified:	Y N