



Non-Profit Application

Mail to: **Laura Higbee**
1713 Arbor Dr.
Bartlesville, Ok. 74006

Questions Call 918-331-3207
WWW.bartlesvillesunfest.org

Friday, June 4 — 3 to 8:30 p.m. • Saturday, June 5 — 10 a.m. to 8:30 p.m. • Sunday, June 6 — 11 a.m. to 5 p.m.

SunFest's annual arts and crafts 3-day event will be held at Sooner Park in Bartlesville and we invite your organization to participate. Consider this an opportunity to tell over 30,000 people about your organization, your activities, and your plans for the future.

A \$30 reservation fee is required from each organization. All funds received will be used for the YouthFest activities.

Talk it over with the officers and other members of your organization and decide if you want to be a part of this ever-growing and dynamic annual event.

Be sure to read ALL INFORMATION (every word on every page) before making a commitment.

On the following pages, you will find:

Information on participation

Reservation form

Claim & Liability release form

We will make every effort possible, but I CANNOT guarantee your organization will have the same location you had at SunFest.

NON-PROFIT / EDUCATION BOOTHS

If your group would like to participate in SunFest, (1) please read **ALL** the information provided, (2) complete the enclosed reservation form and the claims and liability form, (3) return the completed forms and a check for \$30, made, payable to SunFest, to the address at the bottom of the application.

RESERVATION DEADLINE: APRIL 30, 2010

For your organization to be included in the May publicity campaign, we must receive your reservation form by the required deadline.

RULES & REQUIREMENTS

1. Eligibility: Organizations must be Non-Profit or educational in nature.
2. SunFest, Inc reserves the right to ask any organization to leave which does not meet the overall standards of the festival.
3. There is a \$30 reservation fee for each organization.
4. No organization may collect donations or sell items in the park. All activities must be confined to booth space. No walking billboards.
5. Each organization is responsible for setting up their assigned area, keeping it clean, and for takedown. Each organization should supply everything needed for their designated area such as tables, chairs, and tents or canopy for shade. **There is NO ELECTRICITY in the non-profit area, and generators are not allowed**
6. Each organization must be capable of staffing the booth for the entire time of SunFest beginning Friday, June 5 (from 3 to 8:30 p.m.); Saturday, June 6 (from 10:00 AM to 8:30 PM); and Sunday, June 7 (from 11:00 AM to 5:00 PM).
7. The park is available for booth set up from 5:00 PM to 8:00 PM on Thursday, June 4. **Please note EXPECTED ARRIVAL TIME.** Vehicles are not allowed beyond the bandshell during setup/takedown. Vehicles are not to be in the park during the festival
8. SunFest, Inc. will assign a 10' x 10' area to each organization. Space is assigned on the first-come principal. **If more space is needed, please indicate this on your reservation form.** The stamped self-addressed envelope will be used to return your map location.
8. NO FOOD OR DRINK TO BE GIVEN AWAY.

If you have any questions, please give me a call. See you at SunFest.

Laura Higbee, Chairman Non-Profit Area

331-3208 (work) or 333-6090 (after 6:00 p.m.)



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RESERVATION FORM NON-PROFIT AREA

Name of Organization: _____

Is this a non-profit organization: ____ Yes ____ No Has this organization been chartered: ____ Yes ____ No

What is the purpose of your organization? _____

Person to contact if I have any questions concerning this reservation:

Name: _____ Office held in organization: _____

Mailing address: _____

City, State, Zip: _____

Home phone: _____ Work phone: _____

Briefly describe what your organization will do at SunFest: _____

Expected booth set up time: **June 3** at: _____

We will staff our booth on Friday (June 4), from 3 to 8:30 p.m.; on Saturday (June 5), from 10:00 a.m. to 8:30 p.m.; on Sunday (June 6) from 11:00 a.m. to 5:00 p.m. ____ Yes ____ No

We will need an area larger than a 10' x 10' space. ____ Yes ____ No

TWO OFFICERS of your organization are required to sign below.

WE HAVE READ ALL THE RULES AND REQUIREMENTS AND AGREE TO ABIDE BY THEM. WE HAVE ENCLOSED OUR CHECK FOR \$30 TO RESERVE OUR BOOTH SPACE.

The officers of our organization agree to have a booth at SunFest.

Signature/ Office Held _____ Date _____

Signature/ Office Held _____ Date _____

FULL RELEASE OF ALL CLAIMS AND LIABILITY

In consideration of our participation in SunFest on and around June 5 - 7, 2010, I _____ (officer name) as a representative of _____ (organization name) do hereby fully release and agree to defend, indemnify and hold harmless SunFest, the City of Bartlesville, Oklahoma, and their officers, agents, servants, employees, and contractors, from any and all responsibility, liability, claims, causes of action, injuries, judgments, or other damages of any nature whatsoever directly or indirectly caused by any of their negligence or gross negligence related in any way to our participation in or presence at SunFest. This organization acknowledges that SunFest, Inc. and the City of Bartlesville, Oklahoma, will allow us to participate in the SunFest at our request and we hereby voluntarily and knowingly assume the total risk of any injury from our participation in or our presence at said SunFest.

Signature _____ Date _____

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