

WESTERN WELCOME WEEK FESTIVAL DAY
NON-PROFIT BOOTH SPACE - POLICIES & PROCEDURES
Saturday, August 19, 2017

Saturday, August 19, 2017: Non-profit booth spaces are limited. Organizations must be a 501(c)(3), 501(c)(4) state certified non-profit or 501(c)(6) state certified business. Main Street merchants, sponsors and crafters will be given first priority. The fee for a non-profit booth space is \$75 and \$100 depending on designation; the crafter fee is \$125. Non-profit booths are located on Prince Street, exhibitors may only conduct business pertaining to their specific organization; **no food or beverage products may be sold or given away.** If you are interested in a concession booth contact the WWW office. Goods **may not** be distributed or sold for any other group, organization, or individual.

Booth Space...A 10'x10' space, in the street is provided. Booths are side-by-side, visible from the front. **No electricity** will be provided. **A canopy is required** and is the responsibility of the exhibitor. The canopy must be weighted; **no** stakes, guide wires or ropes may be used in the construction of any booth. WWW does not provide canopies, tables or chairs for the event. Some booth spaces are in front of merchants, therefore, no backdrops are allowed in the booths. Exhibitors are responsible for their own trash and must have a trashcan in the booth. Because this is a street fair, leveling may be necessary due to drainage and curbs, this is the exhibitor's responsibility. You may not leave your booth to solicit or distribute information. Due to close proximity of booths, **exhibitors must conduct business and contain goods within assigned booth space – no expansion outside the 10'x10' area is allowed.**

Registration...Advance registration is required and the entry fee (no post-dated checks accepted) must accompany all applications. **Fees: 501(c)(3) and 501(c)(4) \$75 and 501(c)(6) \$100 per 10'x10' booth space. Proof of 501(c) designation must accompany application.** Please include a brief description of the organization you are representing, stating your purpose, objectives and the areas you serve. Organization brochures etc., are greatly appreciated. Make check payable to Western Welcome Week, Inc., and send to 5890 S. Bemis St. Littleton, CO 80120-2010. Phone: 303-794-4870. **The Deadline is July 1, 2017**

Cancellations and Waiting Lists...Cancellations must be made in writing prior to July 15, 2017 to get a refund of \$50 or \$75; \$25 of the entry fee will be retained for administrative costs. **Cancellations received July 16 or later will result in no refund.** Once booth assignments are made, a waiting list will be established. If cancellations occur, we will contact the first organization on the waiting list, and so on.

Notification...An accepted exhibitor will be notified within one month of application receipt. Instructions, maps, booth numbers, etc. will be **emailed** mid July.

Weather...Be advised that Western Welcome Week has specific dates for events and are not cancelled due to inclement weather. However, if weather creates a safety issue Western Welcome Week reserves the right to terminate or postpone the event. Therefore, no refunds will be made due to inclement weather.

No Show – No Refund...All space assignments are final. WWW will strive to maintain a balance of exhibitors. Any booths not claimed by 7:30 a.m. on Festival Day may be reassigned to waiting crafters. Refunds will not be made for “no shows” regardless of weather.

Unloading and Dismantling...Unloading may begin at 5:30 a.m. Saturday, August 19. All vehicles must be off the street by 7:30 a.m. or they may be towed and fined. Set-up must be completed by 8:00 a.m. Volunteers are available to help unload. They are also available to booth-sit if needed.

Festival Day Attracts 80,000+...The Arts and Crafts Fair is held on Festival Day. A Children's Parade, Grand Parade, continuous entertainment on multiple stages, food vendors, and street entertainers keep the crowds coming all day long. Festival Day is the biggest event during Western Welcome Week. This is the 88th celebration for Western Welcome Week – Littleton's premier summertime celebration, with over 40 events in ten days.

A Perfect Setting...The ambience in historic downtown Littleton is perfect for non-profit organizations to promote themselves and fund raise. It is the 57th year for the Arts & Crafts Fair; entertainment is set on multiple stages throughout downtown and concessions are available to satisfy everyone's tastes.

Reservation of Rights... Western Welcome Week, Inc., a 501(c)(3) Public Charity, reserves the right to refuse participation to any group, groups, individuals, an individual, association, business, or any other entity of any nature or type that WWW feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively upon WWW, an individual or group.

DEADLINE: July 1, 2017

Please retain a copy of the policies and procedures for your records