



## ADAMS COUNTY LIBRARY SYSTEM FUNFEST BOOTH APPLICATION

|                        |  |
|------------------------|--|
| Event Date & Time:     | Friday, June 8, 2018 (Set up from 2p – 3:45p)          |
| Location:              | Gettysburg Rec Park (545 Long Lane, Gettysburg)        |
| Cost:                  | \$30/nonprofit or \$75/business                        |
| Applications Due:      | Friday, May 25, 2018                                   |
| Weather:               | FunFest happens rain or shine!                         |
| Library Event Contact: | Dawn Smith: 303.968.7049 (cell) DawnS@adamslibrary.org |

**PLEASE READ THIS IMPORTANT FUNFEST EVENT INFORMATION BEFORE SIGNING AGREEMENT. Thank you!**

### LIBRARY PROVIDES:

- \*One 10 x 10 or 10 x 20 space
- \*Two chairs
- \*Marketing in the Gettysburg Times, ACLS e-newsletter, ACLS website, posters, and social media
- \*Electricity, if requested

### BOOTH RENTERS PROVIDE:

- \*10' x 10' or 10' x 20' canopy **and weights/stakes**
- \*Tables (We can rent tables for you at \$10 each)
- \*Signage & banners to promote your business or organization
- \*An activity for the attendees. The activity can be for children, teens or adults. This year's theme is **Libraries Rock** and our goal is to have activities centered around music or the five literacies: basic, information, civic and social, health, and financial. So, if you can offer an activity that connects the work you do through music or any of those literacies, that would be fabulous!
- \*Coupons or giveaways to help promote your business or organization

### PAYMENT INFORMATION (\$30/non-profit booth; \$75/business booth)

Please make checks payable to the **Adams County Library System** and submit to:  
Adams County Library System, 140 Baltimore Street, Gettysburg, PA 17325  
(To pay with credit card, please call Wanda Reigle at 717.334.0163)

*Upon receipt of completed application and full payment, we will contact you with further details about FunFest.*

**Indemnification by Booth Renter** – Booth Renter agrees to hold the Adams County Library System and its FunFest Volunteers harmless from any liabilities incurred directly or indirectly by Booth Renter in any manner whatsoever involved with this Application Agreement. Further, the Adams County Library System shall not be liable to Booth Renter for any damages whatsoever or loss of any kind to their Exhibit or Products.

**Licenses/Permits** – Booth Renter shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at FunFest. Booth Renters are also responsible for all taxes.

**Vendor Diversity** – The Adams County Library System reserves the right to limit the number of Booth Renters to ensure broad diversity amongst the Booth Renters.

**Event Cancellation** – Should any contingency prevent holding FunFest, the Adams County Library System shall not be held liable for any expenses incurred by the Booth Renter other than the rental cost of booth space.

**Cancellation** – If Booth Renter must cancel its space for good and sufficient reasons, and written notice of such cancellation is delivered to Adams County Library by Friday, May 25, 2018, Booth Renter shall receive a full refund of any booth fees paid. If cancellation occurs after May 25th, all booth fees are non-refundable.

**PLEASE KEEP PAGES 1 AND 2 FOR YOUR RECORDS.**

**QUESTIONS? Contact Dawn Smith at [dawns@AdamsLibrary.org](mailto:dawns@AdamsLibrary.org) \* 717.334.0163 \* 303.968.7049 Cell**



**Please Complete This Page and Send with Payment to Dawn Smith,  
Adams County Library System, 140 Baltimore Street, Gettysburg, PA 17325**

Paying by Check? Please make checks payable to the **Adams County Library System**. Mail (or drop off) this page & check to the Adams County Library System, Dawn Smith, 140 Baltimore Street, Gettysburg, PA 17325

Paying by Credit Card? Please call Wanda at 717.334.0163, and then scan and send this page to Dawn Smith at [DawnS@AdamsLibrary.org](mailto:DawnS@AdamsLibrary.org)

**BOOTH CONTACT INFORMATION**

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Cell \_\_\_\_\_

Contact Email \_\_\_\_\_

(If different than above)

Day of Event Contact \_\_\_\_\_ DOE Contact Cell \_\_\_\_\_

DOE Contact Email \_\_\_\_\_

PLEASE CHECK BOOTH SIZE             10 x 10             10 x 20    Other

I NEED ELECTRICITY FOR MY BOOTH             Yes             No

I WOULD LIKE TO RENT TABLES (\$10 EACH)     Yes:             Quantity    \$  Total

I WOULD LIKE TO RECEIVE EVENT POSTERS     Yes             No            Quantity

I WILL SHARE THIS EVENT ON SOCIAL MEDIA     Yes             No

**FOOD VENDORS ONLY**

Please provide a copy of your food vendor license to Dawn Smith at [DawnS@AdamsLibrary.org](mailto:DawnS@AdamsLibrary.org) by June 1, 2018. Please list the food/beverage items you plan to sell, and their prices.

\_\_\_\_\_  
\_\_\_\_\_

***I have read and agree to the information provided with this application.***

Booth Renter Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_