



CIVIC ORGANIZATION APPLICATION

JUNE 28, 29 & 30, 2019

Entry Deadline Postmarked by May 24, 2019

OFFICE USE ONLY
Fee Assessed _____
Check # _____
Accept: Y N W _____

Please Print or Type

TELL US ABOUT YOURSELF AND HOW WE CAN CONTACT *You!*

First & Last Name _____ Second Person _____

Organization Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Phone (____) _____ Phone (____) _____

HOME CELL BUSINESS FAX

HOME CELL BUSINESS FAX

HOME CELL BUSINESS FAX

Email Address _____

Organization Website _____

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Description of how your organization wishes to participate (include all equipment and requirements):

***You are required to provide your own covered, self-supporting portable booth or tent. Size: ____ x ____**

Again this year, the Trenton Summer Festival Committee is requesting that all organizations participating in the festival donate a minimum of 8 hours of volunteer time during festival. These hours may be split up in any way that is convenient to your group that is: 8 volunteers for 1 hour each, 4 volunteers for 2 hours each, etc. We are enclosing a list of volunteer opportunities and the times during which we will need volunteers. If your group is unable to supply volunteers you will be required to pay for your space the upcoming year. All volunteers must be at least 15 years old.

⚠ You are REQUIRED to bring your own 10' x 10' covered, self-supporting portable booth or tent.

The Trenton Summer Festival Committee will review requests from organizations to SELL items from their booth. Based on the nature of the sale, a fee will be assessed. Civic organizations that wish to provide a service or inform people about their organization will not be assessed a fee. **Electrical service, if available, is \$75 per 20 amp circuit if needed.**

Please indicate if you would like to request electricity: Yes _____ (electricity is subject to availability)

No water hook-up is available!

Return for by May 24, 2019 to:

Trenton Summer Festival

3101 West Road

Trenton, MI 48183

I have read the rules and agree to abide by them fully. Further I understand that any violation of these rules will be cause for immediate dismissal and that all monies that I have paid will be forfeited. I further agree to relay this information to all others involved in my booth.

Signature _____

Date _____

Please Complete Other Side



RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the Trenton Summer Festival Committee (“Festival Committee”) and the City of Trenton (“City”) permitting me to participate in the 2019 Trenton Summer Festival (“Festival”), the undersigned person does hereby agree to assume all risk and liability associated with my participation in the Festival. I recognize and acknowledge that such risks of participation in an outdoor festival include, but are not limited to, personal injury and property damage due to crowds, vandals, traffic, inclement weather conditions, including rain; hail; lightening and wind, as well as losses related to theft. On behalf of myself, my heirs, successors and assigns, I do further agree to release, hold harmless and indemnify the Festival Committee and the City, their elected officials, officers, agents, and employees from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any City property, or the property of others, arising out of, or resulting from, my participation in the 2019 Festival. I do further hereby waive, release and discharge the Festival Committee, the City, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of my participation in the 2019 Festival.

AGREED TO THIS _____ DAY OF _____, 2019

PRINT NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____, STATE _____ ZIP _____

PHONE (_____) _____ CELL (_____) _____

E-MAIL ADDRESS _____

Return by March 24, 2019 to:

Trenton Summer Festival
3101 West Rd.
Trenton, MI 48183



TRENTON MICHIGAN SUMMER FESTIVAL CIVIC ORGANIZATION RULES 2019

- **Application:** All applications received are subject to Trenton Summer Festival Committee approval. Organizations must meet the criteria for civic organizations set by the Trenton Summer Festival Committee. The Trenton Summer Festival Committee reserves the right to reject or accept any application received. Please note: NO bake sales or sale of any food product will be permitted.
- **Exhibit Hours:** Trenton Summer Festival Hours are Friday and Saturday, 10:00 a.m. - 11:00 p.m., and Sunday, 10:00 a.m. to 6:00 p.m. Suggested hours for Service Organization booths are 10:00 a.m. - 9:00 p.m. Friday and Saturday, and 10:00 a.m. to 6:00 p.m. on Sunday. No vehicles will be allowed on Festival grounds during Festival hours.
- **Fees:** the Trenton Summer Festival Committee will review requests from organizations to SELL items from their booth. Based on the nature of the sale, a fee will be assessed. Civic organizations that wish to provide a service or inform people about their organization will not be assessed a fee. Electrical service is available for \$75 per 20 amp circuit if needed.
- **Use of Space:** You are allowed to display, distribute or sell ONLY FROM YOUR BOOTH, not throughout the festival area or the area in front of your booth. Violation of this rule will result in dismissal from the festival. Any member of the Trenton Summer Festival Committee has the authority to request the removal of any item presented which is not in the best interest of the viewing public. Amplifying devices are limited to official use only. NO GENERATORS WILL BE ALLOWED. Raffles, other than the Trenton Summer Festival raffle will not be allowed on Festival grounds. There will be NO SUB-LETTING of space. You may not sell, divide, or give your space to another.
- **Compliance:** Exhibitors are reminded of their obligation to comply with the Americans with Disabilities Act requirements and make necessary modifications to their exhibit or make reasonable accommodations to service persons with disabilities.
- **Booth Maintenance:** You must clean the area around your booth. There will be a minimum charge of \$100 if the Trenton Summer Festival has to clean up your space afterwards. All booths must be properly secured with a weighting system.
- **Check-in/Vehicle Traffic/Tear Down:** Display space will be ready for exhibitors Thursday, June 27 after 6:00 p.m. until 9:00 p.m. and Friday, June 28, 2019 after 8:00 a.m. Upon arrival, check-in at the information booth located in the general area of St. Joseph and West Jefferson. Committee members will direct you to your area to unload your vehicles. Vehicles cannot remain in the exhibit area and must not block the area for others. All booths must be torn down on Sunday evening after the close of festival. Any booths remaining on site Monday morning will be assessed a \$250 fine.
- **Liability:** NO INSURANCE IS PROVIDED by the Trenton Summer Festival. The sponsors and the Trenton Summer Festival Committee are in no way liable for loss or damage to exhibits, or for any injuries to exhibitors participating in the event.
- **Sanitation:** Port-a-johns will be provided near the exhibit area.
- **Assumption of Risk:** All participants in the Festival do so at their own risk. This assumption of risk includes that associated with wind, rain, hail, lightening, floods, and other acts of God; illness or injury; damage to property by vandals, patrons, fellow participants, or sponsors are at the vendors own risk. The Trenton Summer Festival Committee, the City, and its elected officials, employees, agents, and volunteers shall not be responsible for any such incidents and each applicant specifically releases each from and against any liability arising therefrom. Security patrols will be provided for observation only after festival closing hours. The Trenton summer Festival Committee shall not be liable for any damages to or losses of property, or injury to persons.
- **Special Events Ordinance:** To assure the safety and enjoyment of all participants and spectators, the City of Trenton special events ordinance prohibits possession of open intoxicants or consumption of alcoholic beverages in a special event area unless beverages are purchased from and dispensed by a vendor licensed for outdoor sales and is approved by City Council. Bringing any container of alcoholic beverages into the special events area is also prohibited. In an effort to reduce street congestion, the ordinance further restricts animals, bicycles, skateboards, roller skates, roller blades, or other similar devices. Refusal or failure to comply with the ordinance will result in corrective action. Your cooperation is appreciated.