
17th Annual

“Fayetteville...Host of Christmas Past”

Friday, Saturday, and Sunday November 13th, 14th, & 15th, 2009

BOOTH GUIDELINES FOR NON-PROFIT ORGANIZATIONS

- Check in and pick up your sign and permit at the Information Booth on the east side of courthouse lawn. The signs and permits are to be returned to the Information Booth at the close of your booth in order to receive your \$10 sign deposit refund. **If you alter the sign in any way, your deposit will not be returned.** You will be notified of your booth location. **Only use booth space assigned by the festival committee.**
- **You may park on the square to load and unload only.** Move vehicles to a convenient parking lot for the remainder of the day so that parking spaces will be available for visitors to enjoy the festival. Parking around the square will be monitored. Set up and be ready for business by 9 a.m. on Saturday.
- You are responsible for bringing your own tables, chairs, etc. for your booth. Tables should be covered and skirted. Please decorate your booth in festive holiday colors.
- Tents on the Court House lawn will house non-profits. Maximum booth space under the tents provided by the festival committee will be 8' x 8'.
- As noted in the Booth Application, you may sell **only** items that were approved by the Festival Committee. Any changes **must** be submitted to the Festival Committee before Friday, October 13th to allow time for approval.
- If electricity is needed, only **ONE** outlet may be used per booth, no power strips allowed. It is hazardous to have numerous extension cords weaving along pedestrian traffic areas and will not be allowed. Organizations requiring electricity will be charged an additional \$15 fee. These booths will be located on the east and south sides of the Square at the street level.
- The Courthouse restrooms will be open and portables will be located throughout the downtown area.
- The Host committee reserves the right to prohibit any written materials that are deemed inappropriate or not in keeping with the festival's theme.
- Use of the trademarked Host of Christmas Past name, logo or nutcracker cannot be used on any items sold. The Host Committee reserves the rights to use the name, logo and nutcracker to promote the event.
- No groups will be allowed to set up on sidewalks or in parking spaces. With the support of City Ordinance No. 2000-10, the Festival Committee has the authority to ask any unapproved vendors or groups that set up at the festival to leave. Any resistance will then be handled by the City Police Department. This task is not at all enjoyable but must be done to show fair treatment to those groups that have been approved. The downtown area is designated for the use of its businesses and for non-profit fundraising during the festival and we would like to keep it that way. Please remember according to this ordinance, the festival committee has sole authority to regulate the placement of booths on city property during this weekend. A permit will be provided upon approval of your application. You must display the permit at your booth.

NOTE: The festival committee reserves the right to disapprove the application of any business group or organization which is “for profit”. The festival committee also reserves the right to disapprove an applicant that is not deemed appropriate or in keeping with the festival's theme. Any group failing to abide by the guidelines and attached application will be asked to disassemble their booth and leave the square.