



2018 Benton Fall Festival  
Organizational (Non-Vendor) Registration Form  
October 27<sup>th</sup>, 4 – 7p.m. at the Benton Square

Organization: \_\_\_\_\_  
Organizations, Businesses or Churches

Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of volunteers attending: \_\_\_\_\_

Preferred Location: \_\_\_\_\_

Description of Participation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Things to Remember

- ✓ Non-vendors are NOT required to pay the \$10 transient merchant fee but still must fill in the information above.
- ✓ To qualify as a non-vendor, your group is not allowed to charge money for services – you may only accept donations.
- ✓ All participating organizations must be registered in order to attend and participate.
- ✓ ONLY pre-packaged candy or treats are approved to hand out if you choose to do so.
- ✓ Please be courteous of your neighbors and stay within your booth space.

- ✓ Registered organizations must arrive between 2:30 – 3:30 p.m. on Saturday, October 27<sup>th</sup>. After 3:30pm, the Square will be closed to traffic.
- ✓ All participants are required for the set-up and break-down of their own booth/All decorations must be removed after event.
- ✓ An adult or parent must be with the booth at all times during the event for safety purposes.
- ✓ Participants must be prepared to stay until the event ends at 7:00 p.m. For safety purposes, vehicles will not be permitted to move or leave the Square until the event is over.
- ✓ Please refrain from the overly scary, frightful, gory or inappropriate. Open flams and candles are prohibited.
- ✓ Thank you for your participation!!!!

Deadline for entry is Monday, October 22nd

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NAME

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DATE