

# South Lyon Area Pumpkinfest - Non-Profit Organization Booth Application

October 1 -2, 2011 www.southlyonPumpkinfest.com



Thank you for your interest in the South Lyon Area Pumpkinfest Non-Profit Booth area. This aspect of the Pumpkinfest has been a popular family tradition for many years. We encourage all organizations to offer a lively booth that can appeal to a wide range of ages. Thank you for participating! Please read the Rules and Instructions page for details.

Name of Non-Profit Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing address \_\_\_\_\_

Please briefly describe your organization: \_\_\_\_\_

In order to create a festive and varied event, all non-profit groups are asked to create a fun, interesting or engaging booth with an activity, game, or entertainment. Simply handing out information or brochures will not be permitted. Please describe the game/entertainment/activity for this booth:

## Registration Fees

10 x 10 booth \$50.00

10 x 20 booth \$100.00

Total fee submitted with app. \$\_\_\_\_\_

Make checks payable to: South Lyon Pumpkinfest

The undersigned hereby attests that he/she has the legal ability to enter into this agreement on behalf of the non-profit. Further, the undersigned attests that he/she has read and understands the attached Rules and Instructions and agrees that he/she and any individual representing his/her organization will abide by the Rules and Instructions.

\_\_\_\_\_  
Date of Application Submission

\_\_\_\_\_  
Organization Representative Name & Title (please print)

\_\_\_\_\_  
Organization Representative Signature

Please submit this form with a check payable to **South Lyon Area Pumpkinfest** to:

South Lyon Area Pumpkinfest Committee  
P.O. Box 696  
South Lyon, MI 48178

Questions about non-profit booths, games and regulations can be directed to Rich Perry at [richperry64@gmail.com](mailto:richperry64@gmail.com) or call or text: 810-923-2520.

## How do the booths work?

- Each booth will have no more than one game to offer patrons.
- The cost of the booth game or activity is \$1. Cash is not used at the booths. The patron pays with a ticket purchased at the Festival Ticket Booth.
- Because games are \$1, we encourage booths to provide real value for that game/booth experience. For example, allow patrons multiple chances at winning. In previous years, some families have expressed a concern about their child spending a \$1 ticket in a matter of just a few seconds.
- The non-profit entity keeps all the tickets for both Saturday and Sunday and turns them in within an hour of the end of the festival on Sunday. The Festival will write a check to the non-profit based on the number of tickets received and send within 14 days. Each ticket turned in is worth \$1.
- We encourage all non-profits to decorate their booth and make them festive looking to blend in with the Pumpkinfest theme and atmosphere.

## Now that you submitted the application what happens next?

- When your application is received and approved, you will be contacted to select your booth location.
- As we get closer to the festival weekend, you will receive information with booth setup/times, instructions and logistics.
- On Saturday morning of the festival, you will receive instructions (and materials) on how and to whom you will turn in your tickets.

## Contact

If you have any questions about non-profit booths, games and regulations, please contact:

Rich Perry

Email: [richperry64@gmail.com](mailto:richperry64@gmail.com). Call or Text: 810-923-2520.

## Map of the Non-Profit Booth Area



## **2011 South Lyon Area Pumpkinfest Non-Profit Booth Rules and Instructions**

The requirements listed below must be met by all non-profit organizations taking part in the South Lyon Area Pumpkinfest. By submitting your application, you agree to abide by these and all other requirements as stated in this application.

1. Booth selection is based on a first come, first serve basis.
2. Booths are available to non-profit entities with a 501(c)(3) status or associated with a 501(c)(3) charter organization.
3. Food or beverages cannot be sold or distributed at the booth with the exception of candy/snacks as prizes.
4. Completed application and all required fees must be received no later than September 15, 2011.
5. Cash is not used at the booths. At the festival, booth game tickets are purchased at the ticket booth and then spent at the booth. When the festival ends, you will turn in all your tickets to the festival organizers.
6. Participants are reminded that the South Lyon Area Pumpkinfest is a family friendly event and items displayed and entertainment/activities should support a family friendly environment.
7. Participants are responsible for providing their own tables, chairs, tents, etc.
8. Generators for power can be used only after approved by the Pumpkinfest organizers. This ensures that the booth area does not have multiple generators in one area making for an unpleasant loud atmosphere.
9. Parking is not allowed in the festival area during booth set-up, both strike or during festival hours.
10. Booths will be located on Lake Street (10 Mile Road), east of the intersection of Lafayette and Lake Street.
11. Solicitations for funds by charitable organizations must conform to the State of Michigan Attorney General's regulations.
12. Applicant agrees to keep its booth area or activity open and staffed during the official hours of the Pumpkinfest. Supervision must be provided for any youth working during the event.
13. Applicant shall display an attractive booth sign identifying the organization and game in a prominent place.
14. Applicant, and their volunteers/employees, agree to conduct themselves in a professional, respectful, cooperative manner. Any behavior deemed inappropriate by the Pumpkinfest Committee may result in expulsion from the event.
15. The Pumpkinfest Committee reserves the right to accept or reject any or all applicants.
16. The Pumpkinfest Committee and the City of South Lyon will not be held responsible for any equipment, merchandise, goods or personal property which is lost, stolen or damaged during the event. Event security will be provided Saturday night.