



EASTERN DISTRICT NATIONAL NIGHT OUT

Tuesday, August 6, 2019

nationalnightouteasterndistrict.com

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**Earleigh Heights Fire Hall from 5:30 – 8:00 pm
(Rain or Shine – event will be held inside in case of rain)**

EXHIBITOR AGREEMENT

Deadline – July 19, 2019

Exhibitors must reflect the mission of the event which is to promote community wellness, safety and security with a focus on good relations between our police and our citizens. This event is for residents in Eastern District (Arnold, Millersville, Pasadena, and Severna Park), and is one of five similar events planned on this same date, in Anne Arundel County. Please provide the following information about your business/exhibit.

Name of Organization or Business: _____

Address of Organization or Business: _____

Purpose of organization _____

Contact Person During the Event: _____ Event Contact Person #: _____

Preferred Location: _____ Inside _____ Outside Electric Needed: _____ Yes _____ No

There is a limited number of carnival games that can be provided including prizes. This is a GREAT way to engage the audience, interact and promote your business using your own branded giveaways or NNO provided prizes. Would you like to sponsor/run a carnival game _____ Yes _____ No

As an Exhibitor at 2019 NATIONAL NIGHT OUT:

- ❖ *The event is completely free for attendees.*
- ❖ *Giveaways are permitted and encouraged.*
- ❖ *Final booth locations will be determined by the Steering Committee.*
- ❖ *You are expected to provide your own table, chairs, pop-up tent, as desired.*
- ❖ *No revenue generated through sale of products or services at the event unless you have contributed at least \$500.*
- ❖ *You are responsible for set up and take down of your exhibit area.*
- ❖ *Set up time will begin at 9:00 a.m. on the day of the event*
- ❖ *In the event of inclement weather, we will move the event into the Fire Hall and will accommodate as many of the outdoor as possible with those paid booths and sponsors given priority.*
- ❖ *Booths/exhibits must be left intact until the breakdown time of 8pm*
- ❖ *You are responsible for staffing your exhibit area and answering questions.*
- ❖ *You agree that the Greater Severna Park and Arnold Chamber of Commerce, Pasadena Business Association, National Night Out Committee, Earleigh Heights Volunteer Fire Department, or volunteers*

for any of these organizations will not be held liable (for whatever reason) in the event of damage to or loss of your exhibits. You are responsible for carrying insurance to cover any such loss.

❖ **CHARGES FOR BOOTHS:**

- Tax-exempt organizations (under Section 501(c) of the Internal Revenue Code) will not be charged for operating a booth/display if their mission and participation is consistent with our policy statement on participation by organizations above. Such an organization may have two booths, one for information dissemination and one for children's games, if approved by the steering committee.
- For Profit organizations (non-food) shall pay \$50 for one booth that provides a children's game with many prizes and/or gives away prizes to each child. Information dissemination must be secondary to interaction with children.
- For profit organizations that provide food with a value equal to or greater than
- \$150.00 shall not be charged for space which will all be inside the Fire Hall. Such organizations are encouraged to display their branding. They may choose to serve the food themselves or Eastern District NNO may provide volunteers to serve.
- Sponsors who contribute \$500 or more are entitled to a free booth. They may display their branding as long as it is contained within their 10x10 foot booth area. They may conduct sales and promotions in a tactful manner.

❖ **Tables for booths:**

- Inside - A limited number of tables will be provided and will be in place for setup. No signup is required.
- Outside - Plastic top tables are available, but sign-out is required beginning at 4pm. Responsible person is expected to carry table from inside fire hall storage room to outside booth location and return after 8:00pm. Please present an official ID.

Payment can be made via:

- 1. Check: Please make check out to: Eastern NNO and mail to the address below..*
- 2. Pay Pal: PayPal.me/EasternDistrictNNO*

Please return this registration form to:

*Eastern District National Night Out
8482 Fort Smallwood Road, B151
Pasadena, MD 21122*

Contact Name _____

Signature _____