



Carrboro Open Streets 2018

Activity Registration Form

GENERAL INFORMATION

Open Streets is an annual event sponsored by The Town of Carrboro and put on by the Recreation and Parks Department. This event has Weaver Street closed to motor vehicles and opens it to various activities to allow people of all ages to recreate in a shared public space and build community. The activities encouraged can include anything physically active (cycling, yoga, dance, etc.—even tossing a pizza counts!). The first year for this event was 2013 with approximately 1,500 people attending, and it has grown each year.

DATE/TIME/LOCATION:

Sunday, April 8, 2018, Noon until 4:00 pm (*Booth set up at 11:30 am with take down by 4:15 pm*), Downtown Carrboro, East and West Weaver Street

BOOTH GUIDELINES AND FEES

Organizations and businesses are invited to set up booths and promote physical on-site activities for participants.

- To be eligible, your organization must have information or activities that are in some way related to being active, or your organization must promote physical activity.
- Distribution or solicitation of funds of any kind will not be allowed, but brochures and information may be distributed in addition to your activity.
- The fee for a 10 x 10 space is \$25 (*Maximum two spaces per organization*)

BOOTH RULES

1. **No cooked foods are allowed on public property** (this includes sidewalks). If you would like to serve food, it must be done on private property and with the written permission of the property owner if you are not the owner. This written permission must be received at the office of Galen Poythress before Thursday, April 6.
2. Exhibitors must provide all display equipment (i.e. tables, chairs, tents, etc.) and their own

volunteers for set up/tear down.

3. No motorized vehicles are permitted in the activity area between 12:00 pm and 4:00 pm. Load in must be completed by 12:00 pm. Load out will begin at 4:00 pm.
4. Please note that no electricity is provided, and generators are not allowed.

The Town of Carrboro will not be responsible for damage, theft, or injury to exhibitor or their booths during the event.

SPACE ASSIGNMENTS & CONFIRMATION

Exhibitors will receive space assignments and set-up instructions upon completion and approval of application. Booth spaces are approximately 10'x10'. Some spaces are in semi-shaded areas while others are in direct sun. You should provide your own shade/rain protection and tents are permitted. The Recreation and Parks Department cannot guarantee shady spaces or booth coverings so plan accordingly.

USING SOCIAL MEDIA TO ATTRACT PEOPLE TO EVENT

1. **Promote Open Streets, and the activity you'll be providing**, on your own website and Facebook page, and through Twitter, Instagram, and other social media. The official tag is #CarrboroOpenStreets.
2. When you see a Carrboro Open Streets post on Facebook, like it, and share it with a comment on your own wall. <http://www.facebook.com/CarrboroOpenStreets>
3. We'll share your posts and promote you and your activity on our Facebook page.

The Application form is on the next page. You also have the option of sending your money online or through the mail.

The contact information and the address for mailing in the form are below.

PLEASE REGISTER NO LATER THAN MARCH 9.

Galen Poythress

Carrboro Recreation and Parks Department

100 N. Greensboro St., Carrboro, NC 27510

919.918.7392 FAX: 919.918.4475 jpoythress@townofcarrboro.org



Activity Registration Form: mail, email, or fax to Galen Poythress

Organization _____

Representative _____

Representative's email _____ Phone _____

We will be providing the following event activity or information:

This activity fits the category of: Walking/Running Cycling
 Dance / Zumba Yoga/Tai Chi/Karate General physical fitness
 Other (Looking for creative activity ideas? Contact us!)

We will need 10'x 10' spaces at \$25/each (Max. 2 spaces per organization)

I am mailing in my check (address on p. 2; make payable to "Town of Carrboro")

I am making my payment online (follow instructions below)

Go to <https://register1.vermontsystems.com/wbwsc/nccarrboro.wsc/splash.html>
and click on "Special Events". Scroll down to Carrboro Open Streets, choose Single Booth OR
Double Booth Registration, and click the ADD TO CART button. You will then need to wait to
receive an email to create a login ID, which will arrive within 12 hours (if it doesn't show up,
check your spam folder).

Waiver: I certify that I am authorized to act for the above named individual, organization or group, that this individual, organization or group understands that approval of the exhibit space or activity in no way constitutes or signifies town sponsorship of the activity or function conducted by this individual, organization or group and that this individual, organization or group will be responsible for adhering to the attached rules and regulations. I understand that the organization or group representative above will not have any items for sale nor will it solicit donations or have any exchange of money during the event.

Signature _____ Date _____

EVENT SPACE IS LIMITED. DEADLINE FOR SUBMISSION IS MARCH 15.