



Organization Name: _____

Contact Person: _____ 501(c)3 number: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Booth Description: _____

(Non-Profit spaces are reserved for organizations to display information (non-political) or raise funds)

Only 10 x 10 tents will be accepted. Will you be using a tent/awning? Yes or No

Registration fee before August 29, 2014: \$20.00 per space

Registration fee after August 29, 2014: \$35.00 per space

Registration fees are non-refundable. Registrations will not be considered after June 13, 2014.

Number of spaces requested: _____ Amount enclosed: _____

Special requests: _____

Rules & Regulations – Spaces are predetermined at 10' wide x 10' deep and are located on the sidewalks in the Coldwater downtown business district and the downtown corner parks. Set up time is 6:30 – 9:00 am. All vehicles must be moved by 9:00 am. Stakes are not permitted for tents or awnings. The DBA will attempt to accommodate all reasonable requests for specific vendor placements made prior to the registration deadlines. Please include a picture of your craft(s) and booth(s) with the registration form if you are new to Coldwater festivals. Vendors are responsible for any and all necessary licensing (if required) for their products offered. The festival is held rain or shine. No pets allowed. No parking on the sidewalks. Parking in front of the sidewalks is only allowed during set up and tear down times. Vendors may not begin to tear down until 4:00 pm and all booths must be tore down by 6:00 pm. Treat all DBA event staff and volunteers with respect. The DBA reserves the right to ask a vendor to remove themselves from the festival and/or not return to a Coldwater festival if these rules and regulations are not followed.

I have read and understand the rules & regulations: _____

(signature)

Mail the completed registration form with check or money order payable to:

Coldwater Downtown Business Association, 20 Division St., Coldwater, MI 49036

Questions? Contact event coordinator Nichole Steel at 517.278.5985 or e-mail nsteel@branchareachamber.com

For Office Use Only -----

Date Rec'd: _____ Cash/Check #: _____ Space Assigned: _____

Database: _____ Amount: _____ Confirmed: _____