

1st Fridays – Community Booth Application

1st Fridays on the Lawn concert series - 2019

July 5 – August 2 – September 6 – October 4

249 W. Nash Street – Wilson County Library Lawn

Rain Location: Arts Council – Boykin Theatre

6:00 – 9:00 p.m.



PLEASE PRINT /TYPE New Group – 1st time participating Returning Group

Non-Profit Organization Name _____

Contact Person _____

Address _____
(Street) (City) (State) (Zip Code)

Daytime phone: _____ Cell phone: _____

Email: _____

(Most communication will be via email – it is vital the contact person use email regularly.)

DATE(S) REQUESTED: July 5* August 2* September 6* October 4

Note – the July and September concerts are the weekend after their respective holidays.

Note - August will also be National Night Out celebration of police and community organizations, space is limited.

NON-PROFIT INFORMATION: Share with us about your non-profit organization or attach an informational brochure.

REQUIRED DOORPRIZE: In place of a registration fee, each community booth is to provide a child or adult door prize for the community drawing. The prize should be turned in to the Welcome Tent by 5:30 pm the day of the concert.

Our door prize will be: _____

BOOTH DISPLAY: Basic set up needs may be requested, confirmation of requests will be provided prior to event date.

- | | |
|--|--|
| <input type="checkbox"/> We request 1 table and 2 chairs be provided. | <input type="checkbox"/> We will provide our own 10x10 tent. |
| <input type="checkbox"/> We request access to 110v electricity. (one plug) | |
| <input type="checkbox"/> We request access to water. (one faucet) | <input type="checkbox"/> Other needs: _____ |

FUNDRAISING:

- We will not be fundraising. Yes, our community booth would like to hold a fundraiser. Please describe your plans:

Note: Food Vending is not allowed by Community Booths. If you would like to be considered as a Food Vendor, including bake sales, popcorn, snacks or drinks, you must complete a separate Food Vendor application.

COMMITMENT:

- We understand and agree to follow the policies provided for Community Booths. We understand that once we are approved, we have an obligation to participate. Should anything prohibit us from participating, we will provide the Human Relations Office at minimum of 10 days notice so that another group may be allowed to fill the space.

Signature: _____

Date: _____ (Page 1 of 2)

Office use only:	Date rec'vd: _____
Booth: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Confirmed: _____	

1st Fridays – Community Booth Policies

Notwithstanding any other portion of these policies, the Human Relations Office reserves the right to make any and all decisions regarding the participation of community groups.

General Information

1. This is an application for participation. Once reviewed, all approved applications will be confirmed in writing. If you do not receive a confirmation, please call the Human Relations Office to inquire. Not all applications are approved.
2. Community Organizations help create a festive community celebration that is family friendly and reflects the diversity of Wilson. All types of community groups, including civic organizations, non-profits and faith-based are encouraged to apply. However, only groups that support inclusive membership and community building will be considered. Exclusionary, private, commercial and for-profit organizations will not be considered.
3. The concerts are held on the Wilson County Library Lawn in downtown Wilson at 249 Nash Street (zip - 27893).
4. The 1st Fridays on the Lawn concert series will be held rain or shine. In the case of inclement weather, the event is moved inside to Bill's Convention Center. There is plenty of space inside the convention center, therefore all Community groups will still be able to participate.
5. Each group may request specific participation date(s) or to attend all concert dates. Due to limited space, approximately 10 community groups can be scheduled per date. Groups can repeat only if there is available space.
6. Each community booth is required to donate a door prize for a child or adult. The prize must be turned into the Welcome Tent by 5:30 pm. The Human Relations Commission will coordinate the door prize registration and drawings.
7. The City of Wilson can provide 1 table and 2 chairs upon request.
8. Access to electricity is limited, but may be possible upon request. Approved groups must provide their own power cord.
9. Access to water is limited, but may be possible upon request. Approved groups must provide their own water hose.
10. Groups are allowed to use one 10x10 tent for shade, but no larger. Groups using tents will be placed along the perimeter of the lawn to avoid blocking view of the stage. Groups must provide their own tent and it must be tethered to the ground.
11. Many community organizations use this opportunity to hold a fundraiser. However, we attempt to avoid duplication so that everyone is successful. Please provide details on your application.
12. Community groups are not allowed to sell merchandise. The concert series is not a street festival. Any group wishing to sell arts & crafts, products, jewelry, etc... will be referred to the NC Whirligig Festival.
13. Community groups interested in selling food must complete a separate Food Vendor application.
14. Amplified sound, music and generators are not allowed at booths as it will interfere with the concert performance.
15. All activity is confined to your designated space. Community groups may hand out information, give away items, hold drawings, etc... at their table. Participants may not roam around the lawn with information or items for sale. Please respect the space of those around you and others will do the same for you.
16. Space assignments, additional information, parking instructions and maps will be e-mailed to you prior to the concert date. Please provide an accurate email that is checked often by a member of your group.
17. Set up begins around 4:00 p.m. and should be completed by 5:30 p.m. All vehicles, trailers and large equipment must be in place or leave the lawn area by 4:30 p.m. No exceptions can be made. After 4:30, no vehicles will be allowed on the lawn.
18. Community groups are encouraged to stay for the entire event, ending at 9 pm. However, due to an early sunset for many of the concert dates, groups may break down after the Intermission Act concludes, typically around 7:30 pm. Do not breakdown sooner, or during the performance acts, as this is distracting and rude to the performers.
19. By submitting an application, Community Groups agree that they understand the information provided in the application and agree to follow the policies.
20. Once approved, we understand the Human Relations Commission is depending on our participation as part of the 1st Friday on the Lawn concert series. We understand that space is limited and that by being selected to participate, another group may have been denied. Therefore we have an obligation to follow through. Should anything arise that will keep us from fulfilling our commitment, we will provide the Human Relations Office at minimum of 10-days' notice so that another group may be allowed to fill the open space.
21. Should any questions arise, contact the Human Relations Office by calling 399-2308. Or, visiting the office located in the City Hall Annex at 104 Goldsboro Street, Wilson, NC.

Mail completed application to: 1st Fridays on the Lawn
Human Relations Office, P.O. Box 10, Wilson, NC 27894
Drop off location: 104 Goldsboro Street – City Hall Annex
Questions? Call 399-2308

KEEP this page for your records.

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