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**Please complete this entire section:**

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| --- | --- | --- |
| **Organization Name:** | | |
| **Point of Contact:** | | |
| **Street Address:** | | |
| **Mailing Address** *(if different):* | | |
| **City:** | **State:** | **Zip Code:** |
| **Primary Phone** *(cell/home/work):* | | |
| **Alternate Phone** *(cell/home/work):* | | |
| **Email Address:** | | |
| **Website:** | | |
| **Special Requirements** *(handicap access, etc.)***:** | | |
| **Describe your booth display:** | | |

**Site preference** *(circle one)***: Indoors - Pavilion\_\_FULL\_\_ Outdoors – Village Green\_\_\_\_ No Preference\_\_\_\_**

**Number of booth spaces required: \_\_\_\_\_\_\_\_\_\_\_\_ x registration fee = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of 8ft Table space required: \_\_\_\_\_\_\_\_x registration fee = $\_\_\_\_\_\_\_\_**

**PLEASE NOTE:**

* Fees are based on one 10’ x 10’ tent space outside or one 8ft long table indoors.
* Electricity is not available.
* You are responsible for providing all tables, chairs, popup tents, canopies, display hardware, etc.
* Exhibitors are encouraged to create, demonstrate, and actively engage the public throughout the day. Hands-on activities are also encouraged for children and adults.
* In case of severe weather, call the CCAA office at 301-392-5900 for a recorded message. Cancelation will be determined by 6:00 PM on Friday, June 13th. Rain day TBD.
* Vendors and Exhibitors not in their booth spaces by 11:00 AM will not be allowed to enter. All participants agree to remain in their space until they are directed by a CCAA representative to close down, at 4:30 PM or 5:00 PM.

**By signing this form, you agree to all terms. Please mail this completed form and your payment to Charles County Arts Alliance, PO Box 697, White Plains MD 20695. OR pay through PayPal**

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**Signature Date**