

CONSTITUTION WEEK USA

COMMUNITY BOOTH AGREEMENT

Constitution Fair Event



1689 E Tradewind Ct, Gilbert, AZ 85234
www.constitutionweekusa.com

CONSTITUTION WEEK USA

[DATE] _____

[NAME] _____ [TITLE] _____

[ORGANIZATION] _____

[ADDRESS] _____ [PHONE] _____

Dear Participant:

We are delighted to have you be part of our Constitution Week Celebration. The community booths help to bring our community together as guests are exposed to various community organizations.

Constitution Week USA is a non-profit, educational organization dedicated to educating the citizenry about the historical significance of the US Constitution and how it protects our natural rights. The organization is not affiliated with any political party or organization and does not endorse any political candidates. It only teaches the historical and original intent of the US Constitution.

We welcome community and political organizations, as well as candidates seeking office. This gives our attendees exposure to the political process. While Constitution Week USA welcomes these groups, it does not promote, endorse, or necessarily agree with the booths present at the event.

Please read the following guidelines, sign, and return. No booth will be allowed to set up at the event without this signed agreement and payment for any fees has been received.

Scope of Work

Constitution Week USA will provide the following:

1. 1 -- 10 x 10 foot space.
2. 1 -- 6 foot table at each booth. Tables will include a table cloth. Please keep it on your table so the booth areas have some continuity.
3. Chairs are not provided, please bring what you need.

Fees

1. \$50 for 1 booth and 1, 6 foot table

2. \$25 for canopy rental from Constitution Week USA; you may bring your own at no charge. We encourage the use of a 10X10 canopy to help define the booth area.
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Terms and Conditions

1. Sponsors and service organizations that participate in the event have first priority.
2. Candidates, political parties, and other political organizations are welcome, but may or may not be officially invited by the committee and will be located in the "Town Square."
3. We encourage all booths to have a theme relating to the Constitution. Your theme should be submitted to the Constitution Week Committee prior to the event.
4. The focus of the event is on the US Constitution. We encourage issues to be presented based on a historical and Constitutional foundation. Current, local, or state issues should relate to principles in the US Constitution.
5. No booth openly advocating an anti-Constitution agenda or a government structure that would require the elimination of the Constitution will be allowed.
6. No booth that will detract from the family-friendly environment will be allowed.
7. Political organizations, parties, and candidates should present more of what they are for rather than what they are against. Booths should be mindful to present their messages in good taste and should avoid presenting in an overly negative or inflammatory fashion.
8. Each booth must declare their overall message and get all material to be distributed approved by the executive board. If available, please attach material to be distributed to this agreement.
9. Your activities, distribution of materials, petitions, etc. must stay within your respective booth.
10. Fundraising is not permitted at the event. Constitution Week USA may approve fundraising on an individual basis and may result in sharing proceeds with Constitution Week USA.
11. Items may not be sold at the booth unless specifically approved by the Constitution Week USA Executive Board. If approved, a percentage of any proceeds may go to Constitution Week USA and will be negotiated on an individual basis.
12. Each organization recognizes that this is a private event and the Constitution Week USA organization reserves the right to remove any booth with its occupants and materials if it is found to be in violation of this agreement or is creating an atmosphere contrary to the purpose and goals of Constitution Week USA.

13. Constitution Week USA will not be providing security for individual booths. Any lost or stolen items are not the responsibility of Constitution Week USA.

Logistics

To help us maintain an organized event, please adhere to the following:

1. The Constitution Fair is usually held at a local High School and will be open to the public on the Saturday that falls within the week of September 17th-23rd, from 6:00 pm to 9:30 pm. Visit www.constitutionweekusa.com for this year's location and date. The booths will be open from 6:00 pm until the main program begins at 8:30 pm. All booths must shutdown at that time and can be reopened once the fireworks end and until the crowd clears, if you choose to do so.
 2. Booths must be set up no earlier than 3:30 pm and no later than 5:30 pm.
 3. When you arrive, unload your materials at the designated unloading area and park your vehicle prior to setting up your booth. Please park in the designated vendor parking areas to preserve parking spaces for the general public.
 4. A table with a table cloth is provided at each booth. Please keep the table cloth on your table so the booth areas have some continuity.
 5. Chairs are not provided, please bring what you need.
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If you find these fees and terms agreeable, please sign the document as indicated below. If you have any questions or issues, please call as soon as possible to resolve.

Best regards,

Bev Bentley
Community Booth Chair
480.892.4645 / 602.561.4645
Fax 480-892-9918
cbbentley2@cox.net

Terms Accepted:

[SIGNATURE] _____

[PRINT NAME] _____ [TITLE] _____

[ORGANIZATION] _____

[ADDRESS] _____ [PHONE] _____

Item	Price	Amount needed	Total Price
Booth	\$50		
Canopy	\$25		

Theme: _____

Displays and handouts:

- Included with agreement
- To be delivered on _____ Description _____

Other Notes: