



Lowell Southeast Asian Water Festival

August 19th, 2017

The Lowell Southeast Asian Water Festival invites businesses and community organizations to participate in the annual Lowell Southeast Asian Water Festival on Saturday, **August 19th, 2017** by displaying information about your organization, selling arts and crafts and selling of foods/drinks. The Water Festival has tens of thousands of people from all over New England area as well as visitors from other parts of the country and outside of the country.

We have limited number of available booths. If you wish to take part in this event, please complete the Booth Request Form/Contract and submit completed application and payment to us no later then **Saturday, July 29th, 2017**. Your request will be processed on a first come first serve basis. Those who register early will get a booth closer to the main stage. Lowell Southeast Asian Water Festival **will not** process incomplete application and **will not** accept application after **July 29th, 2017**. **NO TENTS, TABLE, OR CHAIRS WILL BE PROVIDED FOR VENDORS.**

If you have questions, please contact: 978-656-1732
lowellseawaterfestival@gmail.com

INFORMATION & EDUCATION BOOTH REQUEST APPLICATION/ CONTRACT

Contact Person Last Name: _____ First Name: _____

Name of Businesses/organization: _____

Street Address: _____

City/Town: _____ State: _____ Zip Code: _____

Daytime telephone#: _____ Evening telephone #: _____

Cellular telephone#: _____ Email Address: _____

List all equipment's you will be using at the Water Festival event:

FEES FOR INFORMATION & EDUCATION BOOTH RENTALS

	<u>Non-Profit</u>	<u>Profit</u>
Food/Drink:	\$250	\$350

- Non-Profit organizations must attach a federal tax-exempt 501(3)c letter



Lowell Southeast Asian Water Festival

August 19th, 2017

TO ALL INFORMATION & EDUCATION VENDORS:

- I shall keep my booth area clean and safe at all times.
- I am not permitted to change my assigned location or exceed my assigned boundaries (booth will be assigned based on a lottery system that will be drawn at the first Booth Orientation; to Board of Director's discretion)
- I shall finish setting up by 10:00 AM and clean up and remove all equipment's from my booth area by 7:00 PM.
- I shall receive one 'Drop-Off/Parking Permit' for my vehicle. Parking permits can be picked up at the Lowell Water Festival Information booth by the main stage.
- I shall only give out promotional materials or information regarding my organization and/or business that are listed on this application form. (This will be strictly enforced and failure to adhere may result in the closing of my booth.)
- No beverages of any kind shall be sold at my booth
- The LSAWF, Inc. is not responsible for any damages/losses.
- Booth inspectors will be monitoring all activities to ensure compliance; any violations may result in the closing of my booth.
- I shall provide my own tables, chairs and tent (10ft x 10ft).
- If my organization is a Non-Profit, I will submit a letter (on appropriate letterhead) signed by the president and clerk acknowledging that all proceeds will go to the organization. I will bring this letter when I attend the Booth Orientation.
- **There is no \$100 deposit fee. If my booth area is not clean according to the Board of Director's discretion, I will not be allowed to participate in next year's festival.**

By signing below, I certify that I am the authorized designee representing the above organization, and I hereby sign this application upon the terms and conditions of Lowell Southeast Asian Water Festival, I have read the above criteria and agree to comply with these rules and regulations.

Print Authorized Name-Vendor: _____ Print Title/Position: _____
Authorized Signature-Vendor: _____ Date Signed: _____
Authorized Signature-LSEAWF, Inc.: _____ Date Signed: _____
Food Booth Fee: \$ _____ Type of payment: Money Order Business Check Cashier Check
 Certified Bank Check Other: _____

- **Make money order or certify bank check payable to: Cultural Organization of Lowell**
- Complete this Booth Request Form/ Contract (both pages)
- Non-profit organizations must attach the federal tax-exempt 501(3)c letter
- Do Not accept personal check (money order or cashier check, is accepted)
- All applications must be received by **Saturday, July 29th, 2017.**

Send Application/Contract and checks to: **COOL c/o Lowell Southeast Water Festival
122 Merrimack St.
Lowell, MA 01852**