

# 39<sup>th</sup> Downtown Festival & ART SHOW

## Community Booth Application

Application Deadline September 1, 2020

Gainesville, the cultural heart of North Central Florida, invites community organizations to apply to participate in the 39<sup>th</sup> Annual Downtown Festival & Art Show on November 7 and 8, 2020 from 10 a.m. to 5 p.m. both days. The festival offers a great opportunity for charitable and not-for-profit groups to connect with the public to share information on the services it provides to the community. Please submit proof of 501C 3 or not-for-profit status along with your application.

This year the festival is going virtual! Due to the health crisis, we are putting together the first virtual Downtown Festival & Art Show. Using Zoom technology, the virtual event will feature live performances and interactive chat rooms where artists and organizations can engage with festival attendees.

Here is your opportunity to engage audiences and potential donors near and far. As a virtual booth you will be able to support your organization with a custom link that includes a chat room feature where you can communicate with online visitors. Make your own creative backdrops or digital backgrounds, create fun live content, interview board members or users of your services. Have fun with it!

Our goal for the virtual festival is to be as active and engaging as possible. If you incorporate performances or interactive activities in you booth, we will waive the booth fee.

We encourage you to apply and look forward to hearing from you soon!

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (w/area code): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Shows Participated in: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

Detailed Description of Use of Space: \_\_\_\_\_

Community Information Virtual Booth—\$20     Will incorporate performances/interactive activities—fee waived

I would like promotional posters to display. Please send me \_\_\_\_\_ (# of posters)

# Downtown Festival & Art Show Rules

1. Application deadline is September 1, 2020. Booth fees must accompany submission of application; the check should be made payable to the City of Gainesville. Only applications that are complete and meet the deadline will be considered.
2. A stable internet/Wi-Fi connection is necessary to utilize the chat function for the virtual booth. The community group is responsible for internet/Wi-Fi connection and hardware. The festival committee does not provide Wi-Fi or equipment.
3. You will be notified by email/mail if you have been accepted into the show by September 1, 2020. At that time you will receive instructions and notification for any additional information needed to create your virtual booth.
4. Technical assistance will be available during the festival for any technical issues that may arise.
5. It is recommended you set up your virtual booth with a background display that identifies and supports your group.
6. Acceptance is a commitment to show. Fees are non-refundable for cancellation.
7. Only one space per organization will be allowed.
8. Fundraising is permitted within the space, but must not be the main purpose of the space. The Festival Committee reserves the right to prohibit sales of certain items.
9. Collection and remittance of Florida sales tax is the responsibility of each community group. The Department of Revenue is given participants' information.
10. Community groups must check in on Saturday morning between 8 a.m. and 9 a.m. Virtual check in instructions will be emailed.
11. Virtual booths must be staffed at all times during the Festival, 10am-5pm November 7 & 8.
12. Community groups who participate in the virtual Downtown Festival & Art Show in 2020 will receive the opportunity for an early bird application for the 2021 Downtown Festival & Art Show.
13. Community groups will assist with promoting the festival by sharing festival invitation information with their associates, social media followers, etc.
14. Show Committee reserves the right to make final interpretation of the rules.

**INDEMNIFICATION:** Vendor agrees to indemnify fully and save and hold harmless the City of Gainesville, its officers, employees and agents against all damage claims, liabilities and causes of action of every kind and nature, to the extent that they are not caused by the conduct of the City agents or employees. The City shall give the Vendor prompt and reasonable notice of any such claims or actions and Vendor shall have the right to investigate, compromise and defend the same to the extent of Vendor's own interest. Nothing contained in this Agreement shall be construed as a waiver of the City's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

**WAIVER OF CLAIMS:** The City of Gainesville and its agents shall not be liable for, and vendor(s) hereby release all claims for damage to or loss of personal property sustained by vendor(s) or any person claiming through vendor(s), resulting from any fire, accident, occurrence, theft or condition in or upon the Festival staging grounds of which they shall be part of, or of the adjoining areas provided same are not due to the negligence of the City of Gainesville or its agents. I have read and agree to comply with show rules. I understand and agree that the City of Gainesville or any other sponsoring organization will not be responsible or liable for any damage or loss to participants or personal liability in connection with the show.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Return Application to:**

Sunny Andrei, Festival Coordinator

City of Gainesville, Department of Parks, Recreation & Cultural Affairs

Downtown Festival & Art Show, PO Box 490, Station 30 Gainesville, FL 32627

**(352) 393-8536 \* [andreisv@cityofgainesville.org](mailto:andreisv@cityofgainesville.org) \* [www.gainesvilledowntownartfest.org](http://www.gainesvilledowntownartfest.org)**