



Apex Festival Commission

www.apexpeakfest.com

38th Annual PeakFest May 5, 2018

9am-5pm

Non-Profit Information Application

Office Use Only:

Received on: _____/_____/20____

Check #: _____

Booth#: _____

Non-Profit Information

Application Fee \$10

10' x 15' Booth \$110

The non-profit information category is reserved for service groups, charities, foundations and other **501c3** organizations for purposes of **distributing Information.**

PeakFest is a RAIN or SHINE event

If your organization's intention is to serve food and drinks, please contact Taylor Wray at taylor.wray@apexnc.org and fill out the **Non-Profit & Commercial Food Concession Application.**

If you are a reseller of goods, local business or independent consultant see the **Sponsorship Application.**

Application Deadline: February 23, 2018

Space is limited.
Application does not
guarantee a spot.

Spots for Churches & Religious Organizations will not be available.

Apex, NC Non-Profits will be the only Non-Profits considered.

Applications DOES NOT guarantee a spot.

Name _____

Organization _____

Address _____

City, State, Zip _____

Primary Phone _____

Email _____

Description of booth i.e. products, services, etc. (write on back if necessary) _____

Describe your set up i.e. tent, tables, trailer length, etc. _____

Hold Harmless Agreement

The undersigned agrees to protect, defend, indemnify and hold the Apex Festival Commission, Town of Apex, its officers, employees, and agents free and harmless from any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false, or fraudulent. The Apex Festival Commission reserves the right to photograph vendors and attendees for publicity purposes.

Signature _____

Date _____

CHECKLIST

- Completed, signed application form
- Non-refundable application fee: \$10 (Please do not pay both fees together)
- Keep a copy of your application for your records

FEES: Non-Refundable Application fee
\$10 per application.

Total Enclosed: _____

Check payable to: Apex Festival Commission

Mail To: **Apex Festival Commission**

PO Box 1238

Apex, NC 27502



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This one day event draws thousands of North Carolinians to the “Peak of Good Living” by providing a wide array of arts and crafts, entertainment, service and civic information. Vendors applying for a Non-Profit or Commercial booth space should note that these spots are available **on a very limited basis**, with limited power and with preference to local Apex entities and businesses. Applications will be accepted on a mail in or drop off basis. Mail may be sent to Apex Festival Commission, PO Box 1238, Apex NC 27502. Applications may be dropped off at The Halle Cultural Arts Center, 237 N. Salem Street, Monday-Friday from 9am-6pm. The only forms of payment accepted are cash or checks made payable to the Apex Festival Commission. **PeakFest is a rain or shine event.**

Standard Booth Size: Standard booth space is 10 feet deep by 15 feet wide. The area is just space on the street; from the curb to the center of the road. You must provide your own tables, chairs, tent etc... Vendors will not be allowed to encroach on side booths or outside the assigned booth dimensions. Remember to calculate any trailer hitch, canopy extensions and the like, to determine your exact footage requirements. Space permitting, you may purchase a maximum of two booths. **These are available on a very limited basis.**

Materials to Include with Application: As described above- photo of booth set up is preferred with your description. If applicable, your Non-Profit Tax ID Number and IRS Tax exempt 501c3 status. **Applications that do not include the supporting documents will be returned as unprocessed.**

Odds & Ends: Pets are prohibited by Town ordinance within the festival boundaries, unless they are service dogs or part of a pre approved booth. **In addition, please become familiar with the Public Safety Program and it’s requirements. Your booth will undergo an inspection process for these important safety considerations.**

Application Process & Notification: **All applications must be submitted by February 23, 2018.** Vendor spaces are extremely limited. Selections will be decided upon by April. Confirmation packets will be emailed at that time and will include driving directions and further day of event information. For those applications not accepted, full payment will be returned.

If you have any questions, please call (919) 249-1120



Public Service Announcement

The Apex Festival Commission is now adopting sections 2403 and 2404 of the North Carolina Fire & Public Safety Codes, as they apply to the use of temporary tents, canopies, and membrane structures at outdoor festivals, as well as the Town of Apex Code of Ordinances section, as it pertains to animals and the operation of bicycles. We certainly want our vendors and our audience best interests in mind and we realize most of you are familiar with these already. Generally, these will be dealt with internally; by the way booths are assigned and located.

However, we want every PeakFest participant to be aware of the following:

1. Animals are prohibited at the festivals, except as part of officially approved activity, or as reasonably necessary to assist disabled persons.
2. Unless pursuant to an officially approved activity, it shall be unlawful for any person to operate a bicycle, tricycle, unicycle, moped, skateboard, or any other wheeled vehicle, roller skates or roller blades within the boundaries of the festivals. This subsection shall not apply to baby strollers, baby carriages, or devices reasonably necessary to assist disabled persons. This subsection shall not apply to wheeled vehicles operated with the authority of the police department, festival commission, or emergency medical personnel.
3. The burning of candles is not permitted beneath any tents, canopies, or membrane structures.
4. All tents, canopies, and membrane structures must be composed of materials meeting the flame propagation performance criteria of NFPA 701 and shall have a permanently affixed label bearing the identification of size, fabric or material type.
5. All tents, canopies and membrane structures which utilize extension cords shall function per original manufacturer's specifications, not appear frayed or worn and must be taped down if encroaching a sidewalk, thoroughfare or passageway reaching the appropriate sidewalk. Duct tape or rubber welcome mats are accepted methods for securing such cords.
6. All tents, canopies and membrane structures where cooking is performed, shall be separated from other tents, canopies, and membrane structures by a minimum of 20 feet.
7. All tents, canopies and membrane structures, where cooking is performed, shall have a K class fire extinguisher, with current inspection.
8. All heating and cooking equipment, portable LP gas tanks and electrical cooking equipment, piping, hoses, fittings, valves, tubing and other related components shall function per original manufacturer's specifications, and at all times be secured from falling.

Thank you for your cooperation.