



Hometown Holidays 2019 Political Booth – Rules & Regulations

Deadline - All registration materials must be postmarked by Friday, April 26, 2019.

On-site Participation – The Political Booth area is open from 12 – 8 p.m. on Saturday, May 25 and Sunday, May 26. Organizations must have a representative occupying the booth at all times. Failure to comply will result in the organization not being invited back.

Booth Space/Equipment - Booth space/locations are assigned based on availability and at the discretion of festival organizers. The use of the booth space is restricted to the applicant of whom it is assigned. A 10'x 10' tented space, 6' table and two (2) chairs will be provided. Each applicant is responsible for set-up and arrangement of own space. Groups are expected to provide booth signage, organization literature, staff and any other needed equipment/supplies. All displays must be easily removable, and tape should not be used to hang signs. **There is no electricity onsite.**

Handouts – Political groups may hand out literature, however, beverages including water may not be distributed or sold from your booth space. Additionally, only small food items like candy may be handed out at your booth. Please note that you must stay by your booth and may not wander the festival handing out materials or goods.

Removing Items - Each organization is responsible for removing all items from their booth on Saturday and Sunday by 8 p.m. Overnight security is not provided by the City and anything left in your booth overnight is at the vendors' risk. All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean.

Logistics – Prior to the event, you will receive arrival and parking information for the weekend. Please note during load-out you will not be able to drive your vehicle onsite, and all items will need to be carried off site.

Contact

Amanda Knox

aknox@rockvillemd.gov • 240-314-8604 (P) • 240-403-9368 (F)

KEEP THIS FOR YOUR RECORDS