

## Washtenaw Non-Profits Membership Application

Please fill out the Application below for participation in the non-profit section of the July 18-21, 2019 Ann Arbor Art Fair and carefully review the attached **Policies, Rules and Regulations** for participants.

We will send notice of entries in June 2019, and we will maintain a waiting list to provide opportunities for last-minute participation. The Washtenaw Non-Profits Fair is located on Liberty in the area east of Fifth, 200 feet short of Division. Booths are filled on a first-come, first-served basis by date of application receipt. Applications may share a booth space or days of display. However, shared booths must contain only qualifying and approved applicants and each participant must file a separate application. We have 65 booth spaces to distribute.

The booth fee for each 6' x 6' booth is **\$120** or a 12 x 12 for **\$220 (NOTE: DOUBLE BOOTHS NOW FILLED FOR 2019; ONLY SINGLE BOOTHS AVAILABLE)**. There is also a refundable \$50 participation fee for EACH participating organization. This fee will be refunded after the Fair, provided that the organization adheres to all rules and regulations, as stipulated in these and attached documents. **PLEASE WRITE SEPARATE CHECKS** for the booth fee (\$120, or \$220) and the participant fee (\$50), so that the latter may simply be held and then returned after the Fair.

Each group must designate an accountable person who shall be responsible for knowing all rules and regulations; distributing necessary information to (own group) members; ensuring that all assigned duties are adequately carried out; staffing booths. Your group's \$50 participation is subject to forfeiture if your group does not adhere to and participate in these member-authored rules and regulations.

Applications must be complete and all fees (booth and participation) paid to be considered for space in our fair location. To ensure your place in the process, please submit only complete applications, i.e., make sure to provide accurate and reliable contact person; phone number(s) and address(es) of applicant contact person; a website address; and a brief **mission statement** (no more than 70 words).

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Organization

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Non-Profit Number:\*

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Mailing Address:

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City/State/Zip:

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Accountable Contact:	NAME	PHONE	EMAIL (all required)
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**ORGANIZATION WEBSITE**

\*Non-profits may either be filed under 501(c)(3), 501(c)(4), or 527 sections of the US IRS code, or be of a non-profit nature with annual revenues less than required to submit tax forms to the IRS. If your organization falls under the latter provision, please submit material outlining your mission as a non-profit organization and confirming that you have revenues less than required for IRS status.

**Joint Applications Only:** Please indicate below the days/times you want to be in the booth. Each day must have an occupant, either your organization or another with whom you plan to share the space.

We plan to share space with the following organization:

\_\_\_\_\_

Days/Times we will use booth:

\_\_\_\_\_

If you want to share a booth space but do not have another organization to share it with, would you like to be on a list of potential booth partners, to be compiled and distributed by Washtenaw Non-Profits?

Yes \_\_\_\_ No \_\_\_\_

\* \* \* \* \*

Please mail this application with **2 checks**, payable to "Washtenaw Non-Profits" to Washtenaw Non-Profits, c/o APPLICATION ENTRY, 2426 Wiltshire Berkley, MI 48072. Call Annie at (248) 702-5583 if you need to. **Application, fees** (booth and participation), abridged mission statement, and **stamped, self-addressed envelope**. You will be notified late June of the receipt of your application and your booth assignment status. You can check anytime online for your group listing on the Member 2019 page. This is a list in the order that I received your application. It is not a booth number for street assignment.

**A \$5 fee will be assessed and subtracted from the refundable \$50 participation fee** if you do not include a self-addressed and stamped envelope and two separate checks for the booth and participation fees.

I have read and understand the Policies, Rules and Regulations for non-profit organization participants in the 2019 Art Fair. I agree to abide by each of the regulations and will be responsible for our organization's compliance.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Accountable representative of the organization

