

CAMBRIDGE | RIVER ARTS | FESTIVAL

Community Tables Application & Guidelines

The Cambridge Arts Council is planning the 40th Anniversary of the *Cambridge Arts River Festival* which will take place on **Saturday, June 1st, 2019** from 11am to 6pm and *would like to invite your organization to get involved.*

We are excited about producing this milestone celebration of the arts for our community! This year's event will be taking place in the heart of the Central Square Cultural District along Massachusetts Avenue from Prospect St. to Sidney St. then turning and continuing down Sidney St. to Pacific St.

As always, within the festival site Cambridge Arts will host a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to have a table, hold small demonstrations, and otherwise promote their programs and events.

The guidelines for participation are as follows:

- 1) Your group *must* be a **nonprofit** organization.
- 2) Space is free of charge, but you *need to bring your own set-up including table, tent, and chairs.*
- 3) Your table/booth *must be hosted* by a live person familiar with your organization *throughout the day* to provide information and interact with festival-goers.
- 4) Due to licensing guidelines, you will *not be allowed to sell* anything at the festival.
- 5) Samples of the materials you will be distributing *must be submitted* with the application. We will need to review and approve all materials and promotional items prior to the festival.
- 6) Demonstrations are allowed but must be described in your application along with space requirements and are subject to approval.

Please note that there is always a high demand for Community Tables at the *Cambridge Arts River Festival* and space is limited. Preference will be given to arts and cultural groups and Cambridge-based organizations. Spaces will be assigned on a first come-first serve basis.

Please return the completed application form and your collateral materials to Cambridge Arts **no later than 5pm on Tuesday, April 30, 2019**. We will be in touch within two weeks of receipt of your application (and by no later than **Friday, May 24th**) to let you know if we have space to accommodate you.

If you have any questions, feel free to contact us at 617-349-4380 or via e-mail at CRF_Community_Tables@cambridgeMA.gov

Thank you!

Julie Barry
Director of Community Arts
Cambridge Arts Council
344 Broadway, 2nd FL
Cambridge MA 02139

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Community Tables Application
Saturday, June 1, 2019 11am-6pm

ORGANIZATION

CONTACT NAME

PHONE NUMBER

DAY OF CELL NUMBER

EMAIL ADDRESS

ADDRESS

CITY, STATE & POSTAL CODE

ORGANIZATION WEBSITE

Please provide a description of the organization and the proposed activity in the space provided below:

Please return this application and samples of materials to be distributed at the festival to Cambridge Arts no later than April 30, 2019.

RETURN TO:
Cambridge Arts Council
Att: River Festival Community Tables
344 Broadway, 2nd Floor
Cambridge, MA 02139