

CAMBRIDGE ARTS | RIVER FESTIVAL

Cambridge Arts River Festival Community Table Guidelines

Greetings!!

The Cambridge Arts Council is planning its 37th *Cambridge River Festival*, Saturday, June 4th 2016 from 12 to 6pm and *would like to invite your organization get involved*.

As always, we are excited about producing this celebration of the arts. At the festival site, Cambridge Arts hosts a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to hold small demonstrations and 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 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 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 form, found on the reverse of this letter, and your collateral materials to Cambridge Arts **no later than 5pm on Friday, May 13, 2016**. We will be in touch within two weeks receipt of your application (and no later than **Friday, May 20**) to let you know if we have space to accommodate you.

If you have any questions, feel free to contact us at 617-349-4392 or via e-mail at CRF_Community_Tables@cambridgeMA.gov

Thank you!

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

CAMBRIDGE | RIVER
ARTS | FESTIVAL

37th Cambridge Arts River Festival Community Table Application
Saturday, June 4, 2016 12-6pm

ORGANIZATION

CONTACT NAME

PHONE 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 May 13, 2016.

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