



# Carrboro Open Streets 2023

## Activity/Booth Registration Form

### GENERAL INFORMATION

Open Streets is an annual event sponsored by The Town of Carrboro and put on by the Recreation, Parks, and Cultural Resources Department. This event has Weaver Street closed to motor vehicles and opens it to various activities to allow people of all ages to recreate in a shared public space and build community. The activities encouraged can include anything physically active, fun, or engaging (cycling, yoga, dance, etc.—even tossing a pizza counts!). The first year for this event was 2013 with approximately 1,500 people attending, and it has grown each year.

### DATE/TIME/LOCATION:

**Sunday, April 16, 2023, 12:00pm until 4:00 pm** (*Booth set up at 11:30am-11:55 with take down 4:00-4:10 pm*), Downtown Carrboro, East and West Weaver Street

### BOOTH GUIDELINES AND FEES

Organizations and businesses are invited to set up booths and promote physical or “interactive” on-site activities for participants.

- To be eligible, your organization must have information or activities that are in some way interactive and fun, related to being active, or promote physical activity. If you have questions please contact [Jpoythress@carrboronc.gov](mailto:Jpoythress@carrboronc.gov) we are happy to work with you so your booth is a fit for the event.
- The fee for a 10 x 10 space is \$25 (*Maximum two spaces per organization*)

### BOOTH RULES

1. **Distribution or solicitation of funds of any kind will not be allowed.** Brochures and information may be distributed in addition to your activity.
2. **No cooked foods are allowed on public property** (this includes sidewalks). Anyone providing food from private property should contact the Orange County Health Department for food service guidelines.
3. **Booth exhibitors must provide all display equipment** (i.e. tables, chairs, tents, etc.) and their own volunteers for set up/tear down.
4. **No motorized vehicles are permitted in the activity area** between 12:00 pm and 4:00 pm. Load in must be completed by 11:50 am. Load out will begin at 4:00 pm.

5. Please note that no electricity is provided, and generators are not allowed.
6. Due to the nature of the event, booth participants are expected to remain for the duration of the event. Participants who do not remain may not be approved for future events.

*The Town of Carrboro will not be responsible for damage, theft, or injury to exhibitors or their booths during the event.*

## **SPACE ASSIGNMENTS & CONFIRMATION**

Exhibitors will receive space assignments on East or West Weaver Street and set-up instructions upon completion and approval of application. Booth spaces are approximately 10'x10'. Some spaces are in semi-shaded areas while others are in direct sun. You should provide your own shade/rain protection. The Recreation, Parks, and Cultural Resources Department cannot guarantee shady spaces or booth coverings so plan accordingly. After registering, you will receive a detailed email with more information.

## **USING SOCIAL MEDIA TO ATTRACT PEOPLE TO EVENT**

1. **Promote Open Streets, and the activity you'll be providing**, on your own website and Facebook page, and through Twitter, Instagram, and other social media. The official tag is #CarrboroOpenStreets.
2. When you see a Carrboro Open Streets post on Facebook, like it, and share it with a comment on your own wall. <http://www.facebook.com/CarrboroOpenStreets>
3. We'll share your posts and promote you and your activity on our Facebook page.

**The Application form is on the next page. You also have the option of sending payment online, through the mail, or at our front office.**

The contact information and the address for mailing in the form are below.

**PLEASE REGISTER NO LATER THAN MARCH 17, 2023.**

J. Galen Poythress

Carrboro Recreation and Parks Department

100 N. Greensboro St., Carrboro, NC 27510

919.918.7392 FAX: 919.918.4475

[jpoythress@carrboronc.gov](mailto:jpoythress@carrboronc.gov)

**Activity Registration Form: mail, email, or fax to ATTN: Galen Poythress**

Organization \_\_\_\_\_

Representative \_\_\_\_\_

Representative's email \_\_\_\_\_ Phone \_\_\_\_\_

**We will be providing the following event activity or information:**

\_\_\_\_\_

This activity fits the category of:    \_\_\_ Walking/Running            \_\_\_ Cycling  
\_\_\_ Dance / Zumba            \_\_\_ Yoga/Tai Chi/Karate            \_\_\_ General physical fitness  
\_\_\_ Other (Looking for creative activity ideas? Contact us!)

**We will need \_\_\_10'x 10' spaces at \$25/each** (Max. 2 spaces per organization)

\_\_\_ **I am mailing in my check** (address on p. 2; make payable to "Town of Carrboro")

\_\_\_ **I am making my payment online** (follow instructions below)

Go to <https://register1.vermontsystems.com/wbwsc/nccarrboro.wsc/splash.html>

and click on "Special Events". Scroll down to Carrboro Open Streets, choose Single Booth OR Double Booth Registration, and click the ADD TO CART button. You will then need to wait to receive an email to create a login ID, which will arrive within 12 hours (if it doesn't show up, check your spam folder).

Waiver: I certify that I am authorized to act for the above named individual, organization or group, that this individual, organization or group understands that approval of the exhibit space or activity in no way constitutes or signifies town sponsorship of the activity or function conducted by this individual, organization or group and that this individual, organization or group will be responsible for adhering to the attached rules and regulations. I understand that the organization or group representative above will not have any items for sale nor will it solicit donations or have any exchange of money during the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EVENT SPACE IS LIMITED. DEADLINE FOR SUBMISSION IS MARCH 17 2023.**