



Co-Sponsoring Organization Guidelines

These guidelines are provided to add to the success of the Festival and provide your organization an opportunity to meet potential new members and distribute literature about your good work. Please review them carefully.

1. All organizations will be under large shared tents. The Festival will provide each organization with one (1) table (6 feet by 24 inches). Bring materials to decorate your table area, a large sign with your organization name and chairs for your staff (**The Festival does NOT provide chairs**).
2. You must check in no earlier than 9:15 am (tables will not be available prior to 9:15 am) and no later than 10:00 am (or forfeit your space).
3. No organization will be permitted to close their booth prior to 6:00 pm. Someone must be at your space at all times from 10:00 am until 6:00 pm to answer questions.
4. The Festival will take place at the Forest Preserve on Oakton Street west of Lehigh in Morton Grove.
5. All organizations are responsible to keep their site clean and remove all signs, materials and garbage when they leave. We will provide garbage bags at the end of the day to help you clean your site and require that you deposit the garbage bags in a garbage can or dumpster.
6. In case of rain, space will be made available at our rain location. If unsure about the weather, please check our website (www.jewishfestival.org) or call our hotline at 847-933-3000. This information will only be available on the day of the Festival.
7. Everyone who works on the Festival is a volunteer and the Festival does not make a profit. Therefore:
8.
 - A. **Nothing may be sold at your table without prior permission.**
 - B. **No solicitation of donations for your organization may be made.**
 - C. **No raffle tickets may be sold.**
 - D. **No organization may give away or sell t-shirts, helium balloons or food and drink (including candy) from this area.**
 - E. **If your organization wishes to sell non-commercial items, an additional \$50 will be required after you identify the item for our approval.**
9. Jewish P.O.C.E.T.'s decision to accept or reject organizations for the Festival is pursuant to our Policy on Inclusiveness. Copies of the Policy are available upon request and are posted on the Festival web site. Please note that submission of an application for Organization Fair Table Space and payment of the table fee is not acceptance of the your organization into the Organization Fair, until reviewed and approved by Festival Staff.