



MAY 4th & 5th, 2018
Fort Smith, AR

**2018 Steel Horse Rally
Informational Booth Application for Charities
(for 10ft x 10ft Informational Booth Space)**

The Steel Horse Rally Inc. non-profit charity donates 10ft x 10ft informational booth spaces (as space allows) to deserving local charitable organizations that are committed to helping the Steel Horse Rally Inc. transform our community into a better place. These booth spaces are donated to local charitable organizations which specifically help our veterans, military and their families. These spaces are valued at up to \$500 for each 10ft x 10ft space. While we do not charge for these spaces, the Steel Horse Rally Inc. does appreciate any donations and the help and support of your organization at the Steel Horse Rally Inc. and other events.

Due to the high demand for the limited number of spaces, all organizations who would like to be considered for one of these 10ft x 10ft informational booth spaces (not vendor space) must complete this charity application. All applications must be completed and e-mailed to info@TheSteelHorseRally.com or mailed to The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903 and received by Jan. 1, 2018 at 5 p.m. No late, incomplete, or in-person applications will be accepted. All those who apply will be notified when applications have been received. Completing a form is not a guarantee for informational booth space. The Steel Horse Rally will notify organizations that have been chosen for an informational booth donation.

A. Charity Name:

Charity Address: _____

Employer Identification Number: _____

Tax Exempt? _____

When was the charity/organization established? _____

Charity E-mail Address: _____

Charity Website(s): _____

Mission Statement of charity: _____

B. Director's Name and Title:

Director's Office Phone: () - Cell: () -

C. Who does your organization serve? _____

Geographic Area served by charity: _____

Purpose/Type of information you would like to provide in your booth:

Contact Person:

Name: _____ Title: _____

E-mail: _____ Phone #: _____

D. Has your organization received any donations from the Steel Horse Rally Inc. in the past? _____

If yes, please specify type(s) of donation(s) received (monetary donation, booth space)

_____ (print) _____ representing (organization name) _____ understand that this is an application for an informational booth in the dimensions of 10ft x 10ft for the above organization ONLY and not a guarantee of a donation of any kind. I understand that this is an informational booth space where no items may be sold or given away or presented "for donations" without the prior written consent of the Steel Horse Rally Board of Directors. I understand that this application will be reviewed by the Steel Horse Rally Board of Directors for a voting process that will determine this year's recipients of donations of booth space. I understand that my organization will be notified once this completed application has been received and will be notified if there are any questions. I consent that this information is true and I understand that if the Steel Horse Rally Inc. needs more information, they will contact my organization. I also understand that this is an application for a 10ftx10ft informational booth. I have read and understand the Rules and Regulations for an informational booth. I understand that if accepted, our organization will need to complete additional forms and may need to provide additional information to the Steel Horse Rally Inc.

Signature: _____ Date: _____

Please e-mail this Informational Booth For Charities Application Form to info@TheSteelHorseRally.com or mail it to: The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903. Applications must be received by Jan. 1, 2018 at 5 p.m. No late or hand-delivered applications will be accepted. The Steel Horse Rally Inc. will notify you when your completed application has been received. The applications will be voted on by the Steel Horse Rally Inc. Board of Directors and we will contact you if we have any questions, and notify you when final selections have been made. Even if your charity is not selected this year, you may reapply in future years. If you have questions, please e-mail info@TheSteelHorseRally.com or call (479) 414-3775. Thank you for your application and support of the Steel Horse Rally.



May 4th & 5th, 2018 Fort Smith, Arkansas
www.TheSteelHorseRally.com

The Steel Horse Rally Charity Informational Booth Rules & Regulations

May 4th and 5th, 2018 - Fort Smith, Arkansas
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The Steel Horse Rally Inc. non-profit charity donates 10ft x 10ft information booth spaces (when and as space allows) to deserving local charitable organizations who are committed to helping the Steel Horse Rally Inc. make our community a better place. These booth spaces are donated to local charitable organizations which specifically help our veterans, military and their families. These spaces are valued at up to \$500 for each 10ft x 10 ft space. While we do not charge for these spaces, the Steel Horse Rally Inc. does appreciate any donations (financial or in-kind) and the help or your organization's support and volunteers at the Steel Horse Rally and other events.

Due to the high demand for the limited number of spaces, all organizations who want to be considered for one of these 10ft x 10ft informational booth spaces must complete this charity application. All applications must be completed and e-mailed to info@TheSteelHorseRally.com or mailed to The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903 and received by Jan. 1, 2018 at 5 p.m. No late or in-person applications will be accepted. All those who apply will be notified when applications have been received, if there are any questions and when the final charities have been selected.

1. Due to the high demand for these spots, all organizations must complete an application form by the Jan. 1, 2018 deadline. Those selected to receive info booth space will be notified in early 2018. These spaces are for informational booths for veterans' & military & charity organizations ONLY. This is not for political action committees, political groups/candidates or other non-profits (besides the local police and fire departments and other emergency vehicles). No items may be sold, given away or distributed without the prior consent of the Steel Horse Rally Inc. Booths are only for the organization listed. No food or drink may be sold or given away. The Steel Horse Rally wants to honor our veterans and military and we are waiving the fees for non-profit veterans organizations to set up informational booths. (We are allowing each organization that is selected to have a 10ftx10ft area; Please make sure that all of your table/materials fit within this space in order to keep with current fire codes). The vendor fee and cleaning fees will be waived and no parking will be charged for these informational booths, although any tax deductible donations to the Steel Horse Rally Inc. are greatly appreciated and enable the Steel Horse Rally Inc. to help more charities in our area. For groups or individuals who are interested in a vendor booth to sell merchandise, please contact Karen Snow at info@TheSteelHorseRally.com about fees and availability. Please note: booths may not be at the exact same location as previous years. Booths will be set up where assigned, unless a group does not show up at their appointed time, in which case they forfeit their space. The information booth space does not include electricity or water.

2. If your organization is selected, we will need you to provide the name of the organization, the names of the people manning the booth and the contact info and

when you plan on checking in with a Steel Horse Rally Team Leader at the designated check-in on Friday or Saturday morning of the rally. You must report to the onsite Steel Horse Rally Team Leader onsite BEFORE you set up your table. The Fort Smith Fire Department and Fort Smith Police Department will set up their vehicles/booths first. We are cooperating with them as to the exact location of where your tables may be set up. (Don't block doors or driveways or handicapped parking spaces).

3. Tables must be kept in the spirit of the Steel Horse Rally: positive, helping others and showing respect for others. We want this to be a positive experience for everyone. Anyone displaying offensive, obscene or illegal materials will be in violation of city ordinances and will be asked to leave (and will potentially face charges from the City of Fort Smith). Also, no loud music or bubble machines. If you are concerned about any items that you are posting or advertising, please contact a member of the Steel Horse Rally Board of Directors before the rally. No smoking or alcohol products are allowed in or near your booth. The Steel Horse Rally logo and/or name cannot be used without the express written consent of the Steel Horse Rally Inc. president and/or board of directors, including a written contract and payment of fees prior to the event. Any unauthorized use of the Steel Horse Rally Inc. charity's name, logo, or property before or during the rally will result in the immediate removal and permanent expulsion from the event.

4. Each organization that is given an informational space is responsible for providing and manning their own tables, chairs, tents, etc. While the event is for all ages, your booth must be manned by adults (age 21 and up) at all times. All children must be supervised at all times. No animals of any kind are allowed in the booth area (except for law enforcement and legitimate service animals which must be kept on a leash and in accordance with all City of Fort Smith Ordinances). The Steel Horse Rally Inc. is not responsible for any theft, damage or injuries. Please be courteous to neighbors (don't block store signs and make sure that banners or flags do not hit other people when they are unfurled). DO NOT set up in the street at any time during the weekend. You must park and set up in the area designated by the Steel Horse Rally Team Leader.

5. If your organization is selected, you must coordinate a set-up time and check in when you arrive before setting up. You may be asked to provide additional information (names of volunteers/employees attending, sign release forms, identification, proof of insurance, or provide identification). For a complete list of what's taking place at the Steel Horse Rally, visit www.TheSteelHorseRally.com. You must be packed up by midnight on Saturday. No additional lighting, chairs, tables or electricity will be provided to this area. Please make sure the area is clean before you leave.

6. This event is rain or shine and held outdoors, so plan accordingly. No tents may be staked in the grass and no holes may be drilled in concrete/road/brick. Do not put anything on walls, outdoor art, signs, sculpture or engraved bricks that are part of a memorial. If you are near a fountain, the wind may blow water into your area.

We appreciate you and your organization and thank you for what you are doing to help the Steel Horse Rally and our community!