



LIGHT-UP COOPER CITY 2016

INFORMATION BOOTH



- When:** *Friday, December 2, 2016.*
- What:** *Informational booths located at Light Up Cooper City.*
- Where:** *Locations vary,*
- Fee:** *Free for Non-Profit (Must Show Proof)
Others \$15.00 (Tax included).*

General Information for Light Up Cooper City Information Booth:

- *Information booths are located throughout the event. Staff will inform approved organizations of the location of their booth the week of the event.*
- *Groups will be provided one 6-foot long table, 2/3 chairs, and a trash box. Please provide covering for the table.*
- *Groups are asked to assist in the breakdown of the booths chairs and tables. Please return to a designated location inside the Community Center.*
- *Groups must be set up by 5:30 p.m. Booths remain open through 9 p.m.*
- *Groups may be requested to assist staff by removing your group's trash from your assigned trash box and taking trash bag to the **Community Center dumpster** located in the east parking lot of the Community Center.*
- *Staff contact: Felicia Trainor*
- *Contact number: 954.434.4300, #233*
Contact e-mail: Ftrainor@CooperCityFL.org

Please return attached application by Monday, November 21st in person to:
Cooper City Recreation Department Administrative Office
located in the Cooper City Community Center.





LIGHT-UP COOPER CITY 2016
INFORMATION BOOTH
APPLICATION



Free for Non-Profit

Others \$15.00 (Tax included)

~Participation Form deadline: Monday, November 21, 2016~

Group/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone (day): _____

Phone (cell): _____

E-mail: _____

Description of Activity/Display: _____

Release and Waiver: *(please read and sign below)*

In consideration of accepting this Information Booth Request Form, I, the undersigned, individually and /or on behalf of my organization or group do hereby agree to hold harmless the City of Cooper City, its trustees, elected and appointed officials, agents, servants, and employees from and against any and all claims, demands causes of action whatsoever, kind and for any resulting judgments, losses, costs, damages, liability, expenses and attorney's fees arising out of, occurring during or relating to the undersigned's participation in Light-Up Cooper City at the Cooper City Memorial Park. I acknowledge that I have read the above and that I fully understand that I am giving up valuable legal rights by executing this release.

Printed Name: _____

Signature: _____

Date: _____

Please return attached application by Monday, November 21st in person to:

**Cooper City Recreation Department Administrative Office
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