



**Chamber of Commerce**  
**MOUNTAIN VIEW**

580 Castro Street Mountain View, California 94041



May 18, 2010

Dear Interested Free Speech Participants,

The Chamber of Commerce Mountain View and the community of Mountain View will soon be celebrating 39 years of presenting the Art & Wine Festival to our community. This year's Festival will be held Saturday, September 11<sup>th</sup> and Sunday, September 12<sup>th</sup> in downtown Mountain View. The Festival hours are 10 a.m. to 6 p.m. on both Saturday and Sunday.

The Chamber provides groups and organizations who would like to promote a cause a space at the Festival to display literature and communicate with over 200,000 Festival goers who attend the Festival over the two-day period. Each registered group or organization will be assigned to a designated location and space and will need to check in with Festival Staff the morning of the Festival (the staff member will be in the Free Speech Area).

Participants are encouraged to be at the "Free Speech" area at least a half an hour before the Festival begins. Participants need to provide all equipment necessary for their display, i.e. table, chairs, umbrella, etc. Parking is possible in paid parking areas or very limited parking is available on City streets. We always anticipate hot weather, so we advise wearing a hat, using sunscreen, and drinking lots of water.

If you are interested in taking part in the "Free Speech" area, please complete, sign and return the enclosed terms and conditions agreement. In Mid-August you will receive a map directing you to the exact location of the area.

Thank you for participating. If you have any questions or concerns, please contact me at 650.968.8378 or [dave@chambermv.org](mailto:dave@chambermv.org)

With Regards,

Dave Stevens  
Director of Programs & Events  
Chamber of Commerce Mountain View



# Chamber of Commerce MOUNTAIN VIEW

580 Castro Street Mountain View, California 94041

## Free Speech Area Guidelines & Agreement

Upon Receipt of this signed agreement, a Free Speech space will be reserved for your group or organization at the Chamber of Commerce Mountain View's 39<sup>th</sup> Annual Art & Wine Festival on September 11<sup>th</sup> & September 12<sup>th</sup>, 2010.

### TERMS & CONDITIONS

**Community Effort:** Support the spirit of this community event by being courteous to all in attendance, including artists, fellow Free Speech participants, event volunteers, Chamber staff, clean up crews and the public-at-large.

**Display Space:** You will have a 6 ft x 6 ft space. Each group or organization may set up (1) table, no greater than card size table (4x4) and (1) umbrella or canopy (canopies may be used if they do not reach outside the designated area) within the assigned 6x6 space. No more than (2) chairs may be placed at each table.

**Set-Up & Clean Up:** Each group or organization may start set up no earlier than 8:30am, and set-up must be completed no later than 9:45 a.m. both days. Clean up must be completed no later than 6:30 p.m. both days. Participants will need to provide all equipment necessary for their display, i.e. table, chairs, umbrella, etc... Vehicles are not permitted within the Festival boundaries, so we suggest the use of a hand-truck to bring materials to the Free Speech Area. Any equipment left over night is done so at the risk of the group or organization and the Chamber of Commerce Mountain View is not held responsible for any missing items, equipment, etc...

All trash and debris must be disposed of in proper receptacles located throughout the Festival. Your area must be left clean and free of all debris when you leave.

**Stay in Your Assigned Areas:** You will be assigned to a specific location at time of check-in from a Festival member. You must check in before 9:30 a.m. **on BOTH days.** Once assigned to a specific location, you may not move your display set up to other locations in the Festival or enlarge the size of your display space. Since it is first come/first served, your location will likely change on Sunday.

**Public Address Systems:** Public Address Systems and or bullhorns are **not** allowed at the Festival.

**Adjacent Areas:** You must not negatively impact the Artists who may be adjacent to you or in your immediate area. Complaints from artists may result in a request for you to leave.

**Harassing Festival Attendees:** All groups or organizations and the representatives are advised to refrain from harassing, forcing or intimidating Festival attendees who refuse to respond to your requests.

**NO SALES or SOLICITATION OF MONEY IS ALLOWED!**

\_\_\_\_\_Authorized Representative Initials



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## **FESTIVAL AGREEMENT (PLEASE PRINT CLEARLY)**

On behalf of

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(Name of Group or Organization)

I agree to the above Terms & Conditions as the duly authorized representative for this organization. I further agree to leave the Festival premises, if asked to do so, in the event our group or organization does not abide by these rules.

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Signature

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Date

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Name of Authorized Representative (please print)

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Complete Mailing Address for Group or Organization

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please return completed form to:

Chamber of Commerce Mountain View  
Attn: Art & Wine Festival - Free Speech Area  
580 Castro Street  
Mountain View, CA 94041

Or Fax to: 650.968.5668  
Attn: Art & Wine Festival - Free Speech Area

**Deadline: Tuesday, August 31st, 2010**