

**The Carolina Theatre of Durham, Inc.
Community Resource Area Registration Form**

This agreement dated _____ by and between the Carolina Theatre of Durham, Inc., 309 W. Morgan Street, Durham, NC 27701 and

Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Hereinafter called (“Exhibitor”) is for the display of informational and educational materials *in exchange of promoting the NCGLFF and the Carolina Theatre. ***The Exhibitor will ___ promote the festival in their newsletter, ___ Distribute public relations information supplied by the outreach committee to their members, ___ extend invitation to representatives of the festival to special gatherings or meetings ___ link the festival to their website and any other positive action on behalf of the NCGLFF.***

1. Name of Event: NC GAY & LESBIAN FILM FESTIVAL
2. Dates, Starting and Finishing Times of Engagement:
 - a. *Deliver materials to Community Outreach Coordinator by Wednesday, August 22 – 5 pm.*
 - b. *The set-up for exhibits in the Kirby Lobby will begin Thursday, August 23 at noon.*
 - c. *The resource area will be ready by Thursday 5 pm.*
 - d. *Exhibits will remain on display throughout the festival Thursday, August 23 – Sunday, August 26, 9 pm.*

Exhibits will be grouped by category: (**NO For Profit Organizations** will be allowed.) Please check the best-fit category:

Family Resources _____ Campus Connections _____ Spirituality/Religion _____
AIDS/HIV _____ Health/Wellness _____ Social/Professional _____
Sports/Recreation _____ Services _____ Publications _____ Political _____

EXHIBIT 1 IS ATTACHED HERETO AND MADE A PART HEREOF.

AGREED AND ACCEPTED:

For the Exhibitor: _____
Representative _____ Date _____

PLEASE SIGN AND RETURN TO: Betty Rhodes – Community Outreach Coordinator:
betty@carolinatheatre.org. Fax: 919-560-3065

NEW EXHIBITOR _____ RETURNING EXHIBITOR _____

Carolina Theatre of Durham

Agreement Addenda – Exhibit 1

Attached to and made a part of the Agreement originally dated _____ by and between the Carolina Theatre of Durham and _____ hereinafter “(Agreement”)

MATERIALS/EQUIPMENT

1. The Carolina Theatre will supply tables for the duration of the event. Each table will be shared by at least three organizations. Due to the growth and popularity of the resource room space is very limited. However there is no cost for exhibiting. Exhibitors will be admitted on a first come, first served basis.
2. The table does not have to be staffed.
3. The exhibitor also agrees to provide items such as signage, extension cords, easels for display and any material needed at its own expense.
4. Exhibitor agrees the Carolina Theatre Community Outreach Coordinator has the right to approve all materials for public display.
5. Exhibitors may offer door prizes/drawings from their organization and will be responsible for processing and distribution of these door prizes.

TECHNICAL ASSISTANCE

1. The exhibitor understands that it will be responsible for the delivery of materials and pick up of remaining materials by Monday, August 27 - 5 pm.
2. The Carolina Theatre will not pay for technical or personnel costs associated with running the exhibitor’s booth.

SECURITY

The exhibitor should be aware that the Carolina Theatre will do its best to make sure Materials left overnight are secure. However any valuables are the responsibility of The exhibitor.

LOCATION/ACCESS

1. A designated area in the Kirby Lobby will be used as the Community Resource Area, booths will be set-up and assigned according to their category.
2. The exhibitor agrees to have materials at the Carolina Theatre by Wednesday, August 22. The exhibit will open on Thursday, August 23 – 5 pm – Sunday, August 26 – 9 pm.

AUTONOMY OF EXHIBITOR

This agreement does not commit the Carolina Theatre and the Exhibitor to an employer/employee relationship. Exhibitor is an independent contractor.

JURISDICTION

This agreement shall be construed under the laws of the State of North Carolina for Contracts performed entirely within the state. Any disputes under this Agreement Will be settled by arbitration under the rules of the American Arbitration Association of Durham, North Carolina. The parties agree to abide by the decision of the arbitrator.

AGREED AND ACCEPTED

Carolina Theatre Representative

Date