



May 3<sup>rd</sup> & 4<sup>th</sup>, 2024

Fort Smith, AR

**2024 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, children, and/or the local community. Organizations which submit this application that are selected to receive booth space will be notified by the SHR Inc. Please see deadline requirements on following pages.

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: (     )     -

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person (if your organization is selected, who would set up info booth): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

C. Who does your organization serve? \_\_\_\_\_

Geographic Area served by charity: \_\_\_\_\_

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

D. The success of the Steel Horse Rally and raising charitable donations at the event depends on volunteers devoting time to help before, during and after the event. How many adult volunteers and volunteer hours would your organization be able to contribute to help with assigned tasks including cleanup at scheduled times for the 2024 Steel Horse Rally?

# of Volunteers \_\_\_\_\_ Name of Volunteer Coordinator: \_\_\_\_\_

Volunteer Coordinator Phone #: \_\_\_\_\_

Volunteer Coordinator E-mail Address: \_\_\_\_\_

I (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 is 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 also understand that there can be no raffles, selling of tickets, gambling or use of alcohol or tobacco in this booth space. 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 info booth spaces. 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 state this information is true and I understand that if the Steel Horse Rally Inc. needs more information, they will contact my organization. I have read and understand the Rules and Regulations for an informational booth. I understand that if selected, our organization will need to complete additional forms and may need to provide additional information to the Steel Horse Rally Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applications must be completed and e-mailed to [info@TheSteelHorseRally.com](mailto:info@TheSteelHorseRally.com) or mailed to The Steel Horse Rally Inc., P.O. Box, 8182, Fort Smith, AR 72902 and received by Dec. 31st, 2023 at 5 p.m. No late, incomplete, or in-person applications will be accepted. Applicants will be notified when applications have been received by the SHR Inc. Completing a form is not a guarantee for informational booth space. The Steel Horse Rally will notify organizations in early 2024 that have been selected by the SHR Board of Directors for an informational booth space.

## **The 2023 Steel Horse Rally Charity Informational Booth Rules & Regulations**

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 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 charitable donations (which may be tax deductible; Consult your tax professional). Charitable donations can be made to “The Steel Horse Rally Inc.” and mailed to the SHR Inc., P.O. Box 8182, Fort Smith, AR 72902. Donations can also be made online at <https://www.thesteelhorserally.com/> and click on the “Donate” link.

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 must complete this charity application. Please note that no items can be sold and no money can be collected in these booth spaces. No food or drinks can be given out and no other items can be distributed without prior consent of the SHR Inc. before the event.

1. These spaces are for informational booths for veterans' & military & charity organizations ONLY. This is not for political action committees, political groups/candidates. No items may be sold, given away or distributed without the prior consent of the Steel Horse Rally Inc. No gambling, raffles, drawing, selling of tickets or accepting money/donations/collections of any

kind is accepted in these informational booths. Booths are only for the organization listed. No food or drink may be sold or given away. Give-away/free items must be pre-approved in writing by the Steel Horse Rally Board of Directors at least three months before the rally. Please make sure that all of your table/materials fit within the 10ft x 10ft space in order to keep with current fire codes. For groups or individuals who are interested in a vendor booth to sell merchandise, please contact The SHR Inc. office at [info@TheSteelHorseRally.com](mailto:info@TheSteelHorseRally.com) about fees and availability. Please note: 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 names of the people representing your organization in the booth and their contact info. You must report to the onsite Steel Horse Rally Team Leader onsite BEFORE you set up your table at your scheduled set-up time. 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). No loud music, alcohol or tobacco use, or bubble machines are allowed in a booth. 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. 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, during or after the rally will result in the immediate removal and permanent expulsion from the event.

4. Each organization that the SHR Inc. donates an informational space to 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 before, during or after the event. 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 SHR Inc. Times and locations subject to change.

5. If your organization is selected, you will be assigned a set-up time and you must check in when you arrive before setting up. You may be asked to provide additional information (names of volunteers attending, signed release forms, identification, proof of insurance, or provide other identification). For a complete list of what's taking place at the Steel Horse Rally, visit [www.TheSteelHorseRally.com](http://www.TheSteelHorseRally.com). Your area must be 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. Other health and safety restrictions and laws may apply.

*The Steel Horse Rally Inc. appreciates you and your organization!  
Thank you for what you do for our community!*