



# Fairfield Arts and Convention Center Hold Request Form

This form must be returned within 7 days  
to solidify Hold Date.

This is an interactive PDF form which may be filled out in Acrobat. Please print finished form and fax to: (347) 412-2000 or mail to: Fairfield Arts & Convention Center, P.O. Box 2396, Fairfield, IA 52556.  
For assistance call (641) 472-2000

## CONTACT INFORMATION

Promoting Organization: \_\_\_\_\_

Type\* (check one): Commercial  Non-Profit Presenting  Non-Profit Producing

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

## EVENT INFORMATION

Event Title/Artist: \_\_\_\_\_

Load-in/Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

\* **Commercial:** Any organization that does not have 501-3(c) status; presenting for profit

**Non-Profit Presenting:** Any organization that has a 501-3(c) on file and is presenting a contracted or packaged entity from outside of, or apart from, the organization.

**Non-Profit Producing:** Any organization that has a 501-3(c) on file and is self-producing the event, utilizing resources belonging to the organization.