



**Troy Night Out** is a monthly event in Downtown Troy which brings life and excitement to the streets on the last Friday of every month. During every TNO, downtown retail shops, cafes, restaurants, art galleries, coffee shops – everyone - invites the Capital District in from 5:00pm to 9:00pm. The centerpiece of this event focuses on the thriving art, music and cultural scene here in our City. On each Troy Night Out our Art Galleries have opening or closing receptions, cafes host live music, and shops and restaurants welcome customers with events and promotions. Vacant store fronts are filled with one-night-only art exhibits and performances. Special event maps of downtown guide participants to one of four categorized destinations:

- Look** - Art galleries and performance spaces
- Touch** - Retail shops
- Taste** - Restaurants and Cafes
- Hear** - Venues featuring live music

All participating downtown businesses pay a small fee of \$25 per month to help with printing costs for the posters, maps, flyers, stickers and advertisements we producing to promote the event. Each participating business will have a listing and icon on our website [www.troynightout.org](http://www.troynightout.org) as well as the map of downtown distributed to all of those attending the night of the event.

**ALL SPECIAL EVENT/LISTING INFORMATION MUST BE E-MAILED TO TROYNIGHTOUT@GMAIL.COM BY THE SECOND FRIDAY OF THE MONTH to be included on printed map and website.**

**PARTICIPATION FORM**

**Business Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Classification – please circle: LOOK (art) TOUCH (Retail) TASTE (food) HEAR (music)**

**Special Event Information (event details, discounts or promotions 20 words or less):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

Participation Agreement: By agreeing to participate in Troy Night Out you will receive a listing on the event website and map with coordinating business information and event listing (if applicable). You will also receive a screen printed poster to assist in directing participants to your location. By signing below you agree to open your business on the last Friday of each month you choose to participate from at least 5:00pm– 9:00pm, and honor any special promotions you have listed above. After the initial month of participation, listing information sent via e-mail to [troynightout@gmail.com](mailto:troynightout@gmail.com) will act as confirmation of TNO participation, and the monthly \$25 charge will be due. Invoices will be sent via e-mail.

**Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please circle one:    1 month: \$25.00    3 months : \$75.00    6 months: \$130.00

Make all checks payable to The Troy Downtown Collaborative  
In the MEMO line of the check, write: TNO, and include the month or months  
your payment is to be applied to.

Forms and checks can be dropped off with:  
Elizabeth Young at Living Room,  
274 River Street, Troy, NY 12180  
518-727-9786  
www.troynightout.org  
troynightout@gmail.com

All event and participating venue listings must be e-mailed to troynightout@gmail.com by the second Friday of the month to be included on the TNO website and collateral materials. Please provide a brief, detailed description of special event in 20 words or less – listings may be shortened by TNO staff if necessary. E-mailing listing information will confirm your participation and a \$25 participation fee will be due. TNO will e-mail invoices each month with an e-mail reminder to send in your listing information. Even if your listing information does not change from month to month, you must e-mail us each month to confirm your participation. Maps and posters will be available for pick up one week before the event date at 274 River Street. Whenever possible, we will attempt to deliver materials directly to participants with the help of volunteers.

Make all checks payable to The Troy Downtown Collaborative.  
Make the following notation in the memo section of the check: TNO  
and include the month or months you are paying for

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Receipt

Date Received: \_\_\_\_\_

From the business of: \_\_\_\_\_

in the amount of \$\_\_\_\_\_ for listing as a participant of Troy Night Out  
for a \_\_\_\_\_ month period.

Received by \_\_\_\_\_ (name)

\_\_\_\_\_ (signature)

