

Celebrate! Fairfax!

FESTIVAL

2008 Sponsor Application

June 6 - 8

www.celebratefairfax.com



APPLICATION FOR SPONSORS

CELEBRATE FAIRFAX 2008

PROCEDURE FOR APPLICATION

- Complete the application in its entirety. Include all information about your exhibit, activities, and/or merchandise, and proof of insurance. Be sure indicate load-in time preference, and location preference if any. ***Incomplete applications will result in a delay of your confirmation packet.***
- Mail the application to:

Celebrate Fairfax, Inc.
12000 Government Center Pkwy, Suite 247
Fairfax, VA 22035
- You may also fax the application to (703) 222 9784
- If you do not receive notification from CFI, please contact Angela.Shaw at Angela.Shaw@fairfaxcounty.gov or (703) 324-5204 regarding status.
- If you are accepted to participate in Celebrate Fairfax, you will receive a confirmation packet in the mail, no later than May 15, 2008, containing detailed information including exhibit instructions, parking and admission passes, set-up time, booth location, maps of the festival site, directions to the Government Center and other useful materials. If you do not receive your packet by May 15, please contact CFI.

EVENT INFORMATION

Festival Hours:

Friday, June 6	6:00pm - 12:00am
Saturday, June 7	10:00am - 12:00am
Sunday, June 8	10:00am - 6:00pm

Vendor/Exhibitor Hours:

Friday, June 6	6:00pm - 10:00pm
Saturday, June 7	10:00am - 10:00pm
Sunday, June 8	10:00am - 6:00pm

All exhibitors are required to be open during these hours, except for the following:

- Exhibitors in ExxonMobil Children's Avenue and Fairfax Community Plaza must close at 8:30pm on Friday and Saturday (these areas close at dark).
- Canopy exhibitors ONLY may remain open until Midnight, Friday and Saturday.
- Exhibitors are not permitted to close early on any night during the festival without the specific consent of CFI staff.

Load-in & Load-out

Load-in will be permitted during the following hours:

Thursday	4:00pm - 8:00 pm
Friday	8:00am - 11:00 am

Load-out ***must be complete*** by 8:00pm, Sunday, June 8, 2008.

EXHIBITOR EVENT SITE INFORMATION

- Select load-in time preference on your application. We will do our best to accommodate your request.
- Assigned timeslots may not be changed and will be included in the Confirmation Packet, as well as load-in procedures.

Security

- On-site security is provided 24-hours a day from Thursday, June 6, 4:00pm (load-in) until Sunday, June 8, 8:00pm (load-out) for the entire event site. However, prevention of theft or loss is not guaranteed.
- A storage trailer is available on-site for overnight secure storage. It is strongly recommended to not leave valuables unattended in an unlocked area.

Parking

- Each exhibitor/vendor will receive 2 parking passes for working staff in the Confirmation packet. Additional parking passes are available for exhibitors with multiple booths.
- Limited onsite parking is available **after** 4:00pm Friday, June 6. All other vehicles must be parked off-site at a shuttle bus parking lot or on adjacent streets.

Admission Passes

- Each exhibitor will receive 20 tickets for booth employees in the Confirmation packet which will also include specific admission rules.

Emergency Closing

The Festival Director has the right to close any or all parts of the event to ensure the safety of attendees. Event leadership will work with the Director in case of an impending storm or other emergencies to determine the most appropriate plan of action.

EXHIBITOR BOOTH DO'S & DONT'S

DO'S

DO - Have user liability insurance that will be effective from the date of load-in (June 5, 2008) to load - out (June 10, 2008) have proof to CFI no later than May 1 to be considered for the event.

DO - Provide a clear and accurate description of the exhibit, activities and giveaways you plan to have at the festival. Failure to accurately disclose complete information could result in your exhibit not being invited back to future festivals or being shut down.

DO - Bring big, professional signs that advertise who and what you are!

DO - Include activities, prizes and giveaways such as buttons, bags, magnets, pens or pencils, that will attract and interact with the public.

DO - **Clearly state**, within your exhibit at the festival, if a guest must attend a future event or meeting in order to receive a gift. **NO EXCEPTIONS!**

DO - Be sure to obtain a raffle permit from the Charitable Gaming Commission if a product is being raffled at a cost to guests and the exhibitor is a non-profit organization AND if overall revenues from raffle will exceed \$25,000. Call (804) 371-9967 for further assistance.

DONT'S

DON'T - Bring bullhorns, microphones and speakers or anything that will amplify your voice unless you have prior approval from CFI, and may not disturb or detract from other exhibitors.

DON'T - Attach your signage to tent material, or the pipe & drape that divides booth space in the Crosswalk booths, and do not use adhesives to attach it.

DON'T - Hand out balloons or stickers as giveaways and DON'T stand outside your booth to distribute ANY giveaways. Balloons are strictly forbidden and stickers may only be placed directly on a guest at their permission.

DON'T - Dispense alcohol or any beverage larger than 4oz., food any bigger than sample sized, or charge a fee to guests who choose to sample food and/or beverage.

DON'T - Do anything that will damage the asphalt.

DON'T - Sublet your booth or any equipment provided by the Festival.

DON'T - Exceed 8' in height or the size of your space with your exhibit aids without prior approval from CFI.

DON'T - Hold contests or drawings that require a fee or a change in phone service, and DON'T charge a fee to receive 'free' items or gifts.

DON'T - close your exhibit booth before exhibit hours have ended, unless previously approved by CFI. Exhibitors or Special Events may remain open later than 10pm on Friday and Saturday if desired.

ABSOLUTELY PROHIBITED EXHIBITS

NO piercings

NO permanent tattoos

NO astrologers

NO mediums

NO selling or distribution of glowlights or similar products

EXHIBITOR BOOTH INFORMATION

Tables and Chairs

- Each exhibit booth comes equipped with one table and two chairs.
- Additional tables and chairs may be reserved upon request with advance notice.
- Tableclothes and skirting are NOT provided. Please bring your own. Tables are 6' long x 30" wide.

Electricity

- Electricity is available upon request.
- Exhibitors must supply **their own cables**, minimum 3-wire #12 grounded and 100 feet in length.
- Equipment requiring more than 120-volts is not permitted.
- Each 20-amp plug will provide 16 amps of continuous electrical service.
- Exhibitors may not bring their own power source/generator.

Lighting

- Community Marketplace booths do not need lighting. Overhead tent lighting is provided throughout the event.
- Canopy exhibitors may bring their own lighting or purchase it through CFI, but electricity must be purchased as well.
- Lighting must comply with electrical codes and cannot touch the canopy tents themselves (lights may be fastened to a pole, but not to the tent material).

2008 Celebrate Fairfax! Festival Application

June 6 - 8, 2008

ALL PAGES MUST BE COMPLETED TO BE CONSIDERED FOR PARTICIPATION

Part A: Applicant Information

Company/Organization _____

Contact Name _____ E-Mail Address _____

Contact Phone (home/cell/work) _____ Festival Phone (for contact during event) _____

Fax # _____ Alternate Contact (name and phone #) _____

Company/Organization Address _____

City/State/Zip _____

Name for Sign _____

Business name as it is to appear in public information – Maximum 35 characters, including punctuation and spaces.

Part B: Booth Classification ('x' all that apply)

Place an "X" next to ALL APPROPRIATE keywords that describe your business/organization. This information will be used for placement of your booth and for on-site exhibitor listings. Note: a limit on the number of booths of any single category will be enforced to insure all exhibitors receive maximum visibility.

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Auto | <input type="checkbox"/> College Organization | <input type="checkbox"/> Health Products/Vitamins | <input type="checkbox"/> Medical | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Books/Music | <input type="checkbox"/> Communications | <input type="checkbox"/> Home Improvement | <input type="checkbox"/> Personal Fitness | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Cellular Service | <input type="checkbox"/> Cosmetics/Beauty Care | <input type="checkbox"/> Insurance/Investment | <input type="checkbox"/> Personal Growth | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Children's Products | <input type="checkbox"/> Crafts | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Political | <input type="checkbox"/> Travel/Tourism |
| <input type="checkbox"/> Chiropractic | <input type="checkbox"/> Entertainment/Leisure | <input type="checkbox"/> Kitchen Products | <input type="checkbox"/> Home Products | |
| <input type="checkbox"/> Clothing/Hats | <input type="checkbox"/> Government | <input type="checkbox"/> Media | <input type="checkbox"/> Real Estate | |

Other (Please describe): _____

Part C: Exhibit Description

Briefly describe your exhibit including all activities, services or products. NOTE: Only the activity described here will be permitted at the festival. Changes must be pre-approved by CFI no later than May 1, 2008. *Any activity that is deemed by CFI to be contradictory to its goals or those of the Celebrate Fairfax! festival shall not be permitted.*

Part D: Location Requests

Using the event site map as a reference, please describe your location of preference, if any, below.

Part E: For Non-Profit Organizations Only

If you qualify as a non-profit organization, please provide a Federal Tax ID number here: _____

2008 Celebrate Fairfax! Exhibitor Application (Page 2)

Part F: Booth Request Form

Select the booth location and description that best fits the needs of your business. Indicate the number of booths you would like to reserve and multiply that number by the cost of that booth, based on whether your business is retail or non-profit and subtotal in the column on the right. On Page 3, include the need for electricity, lighting and/or insurance. Add all selections up and indicate the total on the final line. Please sign the exhibitor authorization agreement and payment information areas.

COMMUNITY MARKETPLACE

Number
of Booths

CM-S (Standard Booth): 8' x 8' located inside Marketplace, front of booth only access.

CM-E (End Booth): 8' x 8' located on the corners of each Marketplace row, front of booth only access.

CM-C2 (Canopy): 10' x 10' located on the Main Street side of Community Marketplace, front of booth only access.

CM-C1 (Canopy): 10' front x 20' deep located on the Main Street side of Community Marketplace, front of booth only access.

MAIN STREET

MS (Canopy): 10' x 10' located along the center access point of the event site, up to four-sided booth access capability.

SPECIAL EXHIBITS

SE-2: Minimum 20' wide x 20' deep space located at the center of the event site, front-of booth only access.

CROSSWALK

CW (Shared Canopy) 10' x 10' space within a shared 10' x 20' tent, separated by 3 1/2' high pipe and drape; located across from the Food Court

CW-2 (Single Canopy) 10' x 10' individual canopy corner locations across from the Food Court; three-sided booth access capability

CHILDREN'S AVENUE

CA (Canopy) 10' x 10' located in Children's Avenue. **Exhibitors must provide a children's activity; on-site retail sales are not permitted.**

FAIRFAX COMMUNITY PLAZA

International Bazaar: 8' x 8' space located inside a 30' x 40' tent in the center of Fairfax Community Plaza. Front of space access only.

2008 Celebrate Fairfax! Exhibitor Application (Page 3)

PART G: Electrical & Lighting (Optional)

Note: Electricity is available as an option to any exhibit space, provided by the festival. Lighting is available to canopy rentals only. Exhibitors must provide their own power strips and 100' heavy gauge cords. Each space may have access to one 20-amp standard circuit outlet, with a maximum 16 amps of continuous current possible. Please plan accordingly.

Electricity

Access to one 20-amp standard electrical outlet. _____

Electricity with Canopy Lighting

Access to one 20-amp standard electrical outlet and tent lighting _____

PART H: Single Event Exhibitor Insurance (Optional)

Proof of insurance is required to be considered for participation in the Celebrate Fairfax! festival. Exhibitors without insurance may instead purchase single event insurance through CFI for coverage (ie. \$1 million for liability and damages).

Single Event Insurance Coverage _____

I have the legal right to act on behalf of the participating exhibitor and hereby authorize payment as indicated above, if using that form of payment.

Signature: _____ Date: _____

PART J: EXHIBITOR AUTHORIZATION AGREEMENT

The person submitting this application and signing below verifies he/she has the legal right to act on behalf of the participating exhibitor. The exhibitor including all of its employees, agents and other representatives hereby holds harmless and indemnifies Celebrate Fairfax, Inc., the County of Fairfax, Virginia, and all sponsors, board members, employees and other representatives of each, for any damages or liability incurred as a result of the actions of the participating exhibitor in the 2007 Celebrate Fairfax! festival. Any damage to CFI equipment or property due to noncompliance with the information supplied at any time by the exhibitor will result in financial obligation to the exhibitor. I agree that all representatives acting on the exhibitor's behalf for any matter pertaining to Celebrate Fairfax! will be subject to all rules herein as well as any rules provided to exhibitor representative(s) prior to and/or during the Celebrate Fairfax! festival.

Signature: _____ Date: _____

Submission Procedures

Mail application to:

Celebrate Fairfax, Inc.
12000 Government Center
Pkwy. Suite 247
Fairfax, VA 22035

or fax to:

(703) 222-9784

Questions: 703-324-5204/Angela.Shaw@fairfaxcounty.gov

- Office Use Only -

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Rcvd	Date Acptd	Location	Booth #

Booth	_____	AR1	_____	BD	_____
Electric	_____	Date	_____		
Lights	_____	AR2	_____	BD	_____