



# Earth Day Festival Application

Saturday, April 27, 2019

11am-4pm at Old Mill Park  
(NO RAIN DATE)



## CELEBRATE 16 YEARS OF EARTH DAY IN FREDERICKSBURG!

Join dozens of vendors as we seek to engage and enlighten the public with hands-on activities for adults and kids alike. We'll have live music, great food, beekeepers and gardeners, local businesses and nonprofit environmental organizations, there to excite people about practical ways we can ALL make a difference in reducing our impact on the environment!



CHECK IT OUT [www.earthdayfred.org](http://www.earthdayfred.org)

## VENDOR vs SPONSOR

Any exhibitor is a vendor, whether you are an event sponsor or not. Sponsors are our donors who give a cash or in-kind contribution which helps our event remain FREE and fun for the public. You can be BOTH a sponsor AND a vendor!

## VENDOR GUIDELINES

### Booth Elements

- **Interactive Exhibit** – We require your site to be interactive! Hands-on activities, demos and exhibits will engage participants and give Earth Day the profound punch it needs! Be prepared for WIND! *(We anticipate a crowd of 5,000)*
- **Tables & Chairs**– Exhibitors MUST bring your own tables and chairs.
- **Canopy** – You must provide a pop-up canopy (or other tent-like structure) for your site! This makes your booth stand out and gives us a festival flair. Plus, it protects you from pop-up showers.
- **Generators** – limited to our licensed food vendors ONLY. Thank you.
- **Merchandise** – All vendors may sell items related in some way to our earth day message of conservation and sustainability, if desired. SEE Vendor Fees.
- **Exhibit Contest** – See below!
- **Green Event** – This is a VA Green Event so all exhibitors must adhere to the following:



- **NO Styrofoam** given/sold to the public. **No plastic straws.**
- **Recycling** – please make sure all paper, plastic, aluminum, and glass used at the event is recycled.
- Please keep handouts and brochures to a minimum.

### Set-Up

- **Set-Up** – You may begin as early as 8:00am. Every vendor MUST be **ready by 10:30am** – **event starts at 11am / ends at 4pm.**
- **Parking** – Weather permitting, you may be allowed to park ONE vehicle on the grass near your booth. If you are able to park in the lot, please do so. *(If this changes, you will be notified)*

### Fees *(Details on Application – next page)*

- **\$25** – Non-profit (501c3), Non-commercial Vendor / Government
- **\$45** – Commercial Vendor / PLUS **\$10** Fee to sell items *(unless you have current CITY business license)*

APPLICATION – NEXT PAGE...

## Exhibit Contest!

Be Creative and WIN in these categories:

- Most Hands-On Exhibit
- Most Creative Exhibit
- Best Earth Day Idea

Winners announced from Stage at 2:45pm!  
*(You will be notified to come to stage)*



Earth Day 2019 is presented by Fredericksburg Parks, Recreation & Events and Downtown Greens, Fredericksburg Food Co-op, Izaak Walton League, Rappahannock Group of the Sierra Club, VA Coop. Extension / Master Gardeners / Master Naturalists



# Earth Day Festival 2019 Vendor/Sponsor Application



Event Date: April 27<sup>th</sup> • Application Deadline: March 27<sup>th</sup>

## PLEASE COMPLETE & MAIL / EMAIL TO:

Jenny Casarotti, Fredericksburg Parks & Recreation, 408 Canal St., Fredericksburg, VA 22401  
[jlcasarotti@fredericksburgva.gov](mailto:jlcasarotti@fredericksburgva.gov)

NOTE: We reserve the right to accept/deny your application. You will be notified via email within 2 weeks of submission.

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How does your organization/business tie-in to Earth Day message of conservation, sustainability, etc.? \_\_\_\_\_

What Hands-on activities do you plan? \_\_\_\_\_

I would like my booth located next to: \_\_\_\_\_

## FOOD VENDORS FOR 2019 HAVE ALREADY BEEN SECURED.

### Vendor Fees

Commercial Vendor\*  \$45 Due NO LATER THAN **March 27, 2019**  
Non-profit (501c3), Non-commercial Vendor, Gov't  \$25 Due NO LATER THAN **March 27, 2019**

### TO SELL ITEMS:

Will you be selling products/services at event?  YES  NO  
Do you have a current CITY business license?  YES  NO  
\*Fee to SELL for Commercial Bus. w/o license  \$10

TOTAL DUE: \$ \_\_\_\_\_

*\*If you are a Commercial Business and do NOT have a City Business License, please pay this \$10 fee and you will be included on our umbrella license for this event only. (Does not apply to government organizations, 501c3 status non-profits, or non-commercial businesses. You are allowed to sell items without a city business license.)*

### Sponsor Donations

GOLD – Earth Steward  \$500

SILVER – Forest Friend  \$250

Other \$ \_\_\_\_\_

#### Sponsors needed for:

Marketing (banners/posters) Exhibit Prizes  
Port-a-john rental Kayak and Paddle Raffle  
Stage and set-up costs General Administration and more...  
Sponsor an event feature (Pony Rides, etc...ask us!)

All Gold and Silver sponsors will be listed year-round on the Sponsor page of our website: [www.earthdayfred.com](http://www.earthdayfred.com), announced at the festival, and posted on signage at the festival. In addition, all **GOLD SPONSORS** will be listed on the website Home page. **NO additional (vendor, etc.) fees due.** City of Fredericksburg **Tax ID# 54-6001293.**

### Payment

Check (payable to City of Fredericksburg) OR

Credit Card (Visa, M/C, Amex, Discover, Diner's Club, Carte Blanche, JCB)

Credit Card Type: \_\_\_\_\_ Acct. No. \_\_\_\_\_ CVV# \_\_\_\_\_

Exp.: \_\_\_\_/\_\_\_\_/\_\_\_\_ Authorized Signature: \_\_\_\_\_

Name as written on credit card: \_\_\_\_\_

### Agreement

I agree to the Vendor Guidelines listed on page 1. \_\_\_\_\_  
(Signature)

**THANK YOU! A receipt will be sent.**