



Earth Day Festival Application



Saturday, April 22, 2023

11am-4pm at Old Mill Park

(RAIN DATE- April 29)

CELEBRATE 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.com

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. Any level of sponsor entitles you to a booth. You can be BOTH a sponsor AND a vendor!

Sponsors needed for:

- Marketing (banners/posters)
- Exhibit Prizes
- Port-a-john rental
- Kid's Games/Activities and prizes
- Live Music
- Raffle items
- Stage and set-up costs
- General Administration and more...
- Sponsor an event feature (Rock Wall, etc.)

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. **ALL TENTS MUST BE WEIGHTED OR STAKED DOWN.**
- **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 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.

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 2023 is presented by Fredericksburg Parks, Recreation & Events and Rappahannock Group of the Sierra Club, Master Gardeners, Master Naturalists, R-Board, Fossil Free Fredericksburg, and the Izaak Walton League



Earth Day Festival 2023 Vendor/Sponsor Application



Event Date: **April 22nd** • Rain Date: **April 29th** • Application Deadline: **March 23rd**

PLEASE COMPLETE & MAIL / EMAIL TO:

Callie Brown, Fredericksburg Parks & Recreation, 408 Canal St., Fredericksburg, VA 22401 cmbrown@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? _____

(Optional) I would like my booth located next to: _____

FOOD VENDORS APPLY THROUGH A SEPARATE APPLICATION

Vendor Fees

Commercial Vendor* \$45 Due NO LATER THAN **March 23, 2023**
 Non-profit (501c3), Non-commercial Vendor, Gov't \$25 Due NO LATER THAN **March 23, 2023**

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

PLATINUM – Eco Hero \$1000+
 GOLD – Earth Steward \$500+
 SILVER – Forest Friend \$250+
 BRONZE – Natural Helper \$100+
 Total: \$ _____

Levels:	P	G	S	B
Title Sponsor	★	-	-	-
Logo on Home Page	★	★	-	-
Logo on Sponsor Page	★	★	★	★
Listed on Flyers & Social Media	★	★	-	-
On Site Booth	★	★	★	★

If you would like to sponsor an attraction or booth contact Callie Brown for more information.

NO additional (vendor, etc.) fees due. City of Fredericksburg Tax ID# 54-6001293.

Payment

In-Kind Donation: _____

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: _____

For Sponsors:

Will have a booth on-site

Will not have a booth on-site

Agreement

I agree to the Vendor Guidelines listed on page 1. _____