

# 2024 Earth Day Festival Vendor Application

Deadline: March 20, 2024



## CONTACT INFORMATION

ORGANIZATION/BUSINESS:

CONTACT NAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

PHONE NUMBER:

HOW DOES YOUR ORGANIZATION TIE-IN TO THE EARTH DAY MESSAGE OF CONSERVATION, SUSTAINABILITY, ETC.?

WHAT HANDS-ON ACTIVITIES DO YOU PLAN?

(OPTIONAL) I WOULD LIKE MY BOOTH LOCATED NEAR:

## VENDOR FEES - DUE NO LATER THAN MARCH 20, 2024

VENDOR TYPE:

COMMERCIAL VENDOR\* - \$100

NON-PROFIT/GOV'T VENDOR\*\* - \$25

\*Commercial vendors are required to possess a City of Fredericksburg Business License. Licenses can be obtained through the Fredericksburg Commissioner of Revenue's office. You must provide proof by attaching a copy of your current City Business License.

\*\*Non-profit or Gov't vendors must provide proof by attaching a copy of the 501(c)3 designation letter or other applicable IRS Document.

PAYMENT TYPE:

CHECK (PAYABLE TO CITY OF FREDERICKSBURG)

CASH

CREDIT CARD

CREDIT CARD NUMBER:

SECURITY CODE:

EXPIRATION DATE:

NAME ON CARD:

AUTHORIZED SIGNATURE:



Fredericksburg  
Parks, Recreation & Events

## VENDOR GUIDELINES

Vendors participate in the Earth Day Festival by setting up a booth for the public to explore & enjoy. As a vendor you must agree that you understand each of the guidelines listed below by checking them:

Interactive Exhibit - We require your site to be interactive! Hands-on activities, demos, games, and exhibits will engage participants and give Earth Day the profound punch it needs! Be prepared for WIND!

Tables & Chairs - Vendors MUST provide their own tables and chairs.

Canopy - Vendors MUST provide a 10'x10' pop-up canopy for your site! All tents MUST be weighted and/or staked down.

Generators - Limited to our licensed food vendors ONLY.

Merchandise - Vendors may sell items related in some way to the Earth Day message of conservation and sustainability.

Green Event - This is a green event so all exhibitors may not give/sell styrofoam, plastic straws, or balloons. All recyclable materials should be recycled. Please limit flyers and handouts that increase waste.

Set-up - Begins at 8am. Every vendor MUST be in place and ready at 10:30am. No vehicles will be allowed on the field after 10:30am. Event starts at 11am / ends at 4pm.

Parking - Weather permitting, you will be allowed to drive to your booth site to drop off supplies before 10:30am. Vendor vehicles will be parked in designated vendor parking.

Vendor Meetings - Every vendor MUST send a representative to ONE of the two offered vendor meetings leading up to the event. Vendor Meetings will be held on Thursday, April 4 at 10am or 6:30pm at the Dorothy Hart Community Center.

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

## EXHIBIT CONTEST

Get creative with your booth and WIN in these categories: Most Hands-on Exhibit, Most Creative Exhibit, Best Earth Day Idea. Winners will be announced on the stage at 3pm (you will be notified to come to the stage).

## FESTIVAL INFO

**Location:** Old Mill Park

**Date:** Saturday, April 20, 2024

**Time:** 11am - 4pm

**Website:** [www.earthdayfred.com](http://www.earthdayfred.com)

**Email or mail completed application (with required permits) to:**

**Callie Brown, Superintendent of Recreation**

**cmbrown@fredericksburgva.gov, 540-372-1086 x213**

**408 Canal Street, FXBG, VA 22401**

## AGREEMENT

My business/organization agrees to all of the vendor guidelines listed in this application. (sign below)

Date: