



2025 EARTH DAY FESTIVAL

VENDOR APPLICATION

A vendor is any organization that sets up a booth at the Earth Day Festival. The below information is required to be submitted by **March 26, 2025**. Applications can be submitted by email, mail, or drop off at the Dorothy Hart Community Center.

Organization :

Contact Name :

Address :

City :

State : Zip Code :

E-Mail : Phone :

Booth Info

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

Vendor Type : **Commercial Vendor - \$100** **Non-Profit/Gov't Vendor* - \$25**

*Non-profit or government vendors must provide proof by attaching a copy of the 501(c)3 designation letter or other applicable IRS Document.

Payment Type : **Check** **Cash** **Card**

Cash or **Check** payment can be mailed in with the application. Checks should be made payable to **City of Fredericksburg**. If you wish to pay by **Card**, you will be contacted for payment online or over the phone. Complete payment will be due by **March 26, 2025**.



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VENDOR GUIDELINES

Vendors participate in the Earth Day Festival by setting up a booth for the public to explore and enjoy. As a vendor, you must agree that you understand each of the guidelines 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!
- 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. Be prepared for WIND!
- 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 certified 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 8:30am. 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 5pm.
- Parking** - Weather permitting, you will be allowed to drive up 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 are scheduled for **Tuesday, April 15 at 10am OR 6:30pm** at the Dorothy Hart Community Center.
- Application** - 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 26, 2025
Time: 11am - 5pm
Website: www.earthdayfred.com

Email or mail completed application (and required documents) 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 the vendor guidelines listed in this application. (sign below)

Signature Of Applicant

Date