



**MIGRANT
HERITAGE
COMMISSION
(MHC)**

*Honoring and Serving the Migrants
Fostering a Culture of UNITY & SERVICE*
www.migrantheritage.org migrantheritage@gmail.com

2010 INT'L MIGRANT HERITAGE FESTIVAL

NOVEMBER 13, 2010, Saturday, 11 a.m. to 9:30 pm
Kena Shriners, 9001 Arlington Blvd, Fairfax Virginia 22031

VENDOR APPLICATION
(NON-FOOD VENDORS ONLY)
APPLICATION DEADLINE : 25 October 2010

APPLICANT INFORMATION

Contact Person _____

Business/ Organization _____

Mailing Address _____ City _____

State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Website (if any) _____

VENDOR CATEGORIES (Please encircle)

Commercial \$150 per space of 8' x 6' IF TABLE VENDOR ONLY \$ 100.00	Non-Profit \$125 per space of 8' x 6'
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The fee per space includes a single table (6 ft) & two chairs. \$ 10 for every additional table (Subject to availability).. Pls reserve early if you require additional tables and chairs.
Additional \$ 50 for prime areas (eg. corner, entrance, near the stage).

DESCRIPTION OF THE VENDOR'S EXHIBIT: Please describe the setup, content, and layout of your exhibit. Please include photos, brochures, or web-site links for viewing samples of your booth offerings, products, menus, crafts, informational pamphlets etc.

GENERAL POLICIES

- Applicant must abide by the organizing guidelines of the Migrant Heritage Commission
- We reserve the right to reject any application, to refuse space, or to close any space, sales, or displays deemed detrimental to the Festival or in violation of local Fair ordinances.
- Vendor is solely responsible for making their space **attractive** and **clean always**.
- Vendor is also responsible for collecting and paying VA sales tax.
- Vendor is solely responsible for all of its agents, employees or independent contractors.
- Booth Setup begins at 9:00 a.m. VENDOR must load-in and complete all setup of booth space from 9:00 AM to 10:30 AM.
- Vendors have the option to close their space before closing time but not earlier than 8:45 p.m. Space cleanup officially starts at 9:30 PM. Within an hour and a half, VENDOR shall remove all property, goods and materials brought into the Hall and shall leave space both broom clean and free from all rubbish. All rubbish must be properly disposed. All VENDORS must provide their own supply of trash bags and small trash containers.
- Should vendors require electricity, please inform organizers right away for proper coordination with KENA Shriners. They may or may not require additional fees.

APPLICATION DEADLINE : 25 October 2010

Please email/mail/fax your application. Application fee increases by \$25 after the deadline.

- Application is only considered complete when both the application form and payment have been received.

RELEASE OF LIABILITY

In consideration of my application being accepted, I hereby for myself, my heirs, personal representatives and executors, waive, release, and forever discharge any and all rights and claims for loss or damages which I may have or may hereafter accrue to me against the organizers and sponsors of the Migrant Heritage Festival, patrons, employees, and supporters and their respective successors, and assigns, for any and all injuries which might be suffered by me in said event. Further, I hereby grant full permission to any and all of the foregoing to use my name, photographs, videotapes, motion pictures, recordings or any other record of this event for any legitimate purpose, without compensation or remuneration.

**Please return the complete application via email or mail or fax 703-273-4838.
Make check payable to Migrant Heritage Commission (MHC) and mail to:**

**Migrant Heritage Commission
3930 Walnut Street, Suite 200
Fairfax, VA 22030**

Please direct all questions to 202-247-0117 / 202-631-8856 / 703-273-1196
or email migrantheritage@gmail.com . To know more about MHC, please visit www.migrantheritage.org
Thank you for your interest. We look forward to working with you!

SIGNATURE _____ DATE _____