



Asian Pacific American Heritage Month Festival 2018 Exhibitor/Vendor Registration Form

CONTACT NAME: _____

ORGANIZATION NAME: _____
(as it will appear in program)

ADDRESS: _____

DAYTIME PHONE: (____) ____-____ EMAIL: _____

CIRCLE ONE: *Business* *Government Agency* *Non-Profit Organization*

CHECK ONE and complete appropriate section below:

___ **Exhibitor:** An Exhibitor displays information and engages with participants regarding the agency, organization, or business they are representing. **NO FINANCIAL TRANSACTIONS.**

___ **Merchant Vendor:** A Merchant Vendor sells products and/or services. The services may or may not be delivered onsite.

___ **Food Vendor:** A Food Vendor sells food that is prepared offsite and brought onsite, or prepares food onsite. Food Vendors must procure a Temporary Food Permit and submit it with their registration.

EXHIBITORS

Fee includes (1) 6' table, (2) chairs, and name listing on the event program and the back of the volunteer t-shirts.

NOTE: The Mall *does not allow* political exhibitors, or any exhibitor that promotes a political agenda.

PLEASE SELECT:

___ **Early-Bird Registration: \$50** *(must be postmarked or cleared online on or before March 31, 2018)*

___ **Late-Registration: \$75** *(must be postmarked or cleared online on or before April 15, 2018 to be included on the T-shirt)*

**To attract more table visits we highly encourage a hands-on activity, preferably Asian-themed, and/or a giveaway item or raffle. Please let us know if you are planning to offer an activity and we will try to include it in the program.*

MERCHANT VENDORS:

Fee includes (1) 6' table, (2) chairs and name listing on event program and back of volunteer t-shirts.

___ **Early-Bird Registration: \$75** *(must be postmarked on or before March 31, 2018)*

___ **Late-Registration: \$100** *(must be postmarked or cleared online on or before April 15, 2018 to be included on the T-shirt)*

TYPE OF MERCHANDISE: _____

FOOD VENDORS

All vendors must have a valid License to Operate a Food facility.

___ **Early-Bird Registration: \$175** (must be postmarked on or before March 31, 2018)

___ **Late-Registration: - \$200** (must be postmarked or cleared online on or **before April 15 to be included on the T-shirt**)

TYPE OF FOOD: (ie. Chinese, Thai, Indian, etc): _____

Do you need a table? YES NO

If yes, you will be provide one 6' table and 2 chairs.

PAYMENT INFORMATION:

	AMOUNT
EXHIBITOR/VENDOR REGISTRATION TOTAL	\$
	\$
TOTAL AMOUNT OF PAYMENT	\$

- o **ONLINE** use PAYPAL or Credit Card (click through Paypal first and an option for credit card will appear) at <http://aacfmd.org/events/asian-heritage-month-festival/> and write "Asian Heritage Festival" in the item description field.
- o **CHECK** - make payable to "Asian American Center of Frederick" and write "Unity Campaign" in the memo line

Please Return This Form and Payment (if by check) to:

Asian American Center of Frederick
1080 W. Patrick Street, Suite 16, Frederick, MD 21703
(Tax ID# 86-114-0556)

The Asian American Center of Frederick (AACF), and the hosting facility shall not be responsible for any loss, damage, or injury that may occur to exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit application. The exhibitor, in signing this Registration Form, expressly releases AACF and/or the hosting facility and agrees to indemnify same, against any and all claims for such loss, damages, or injury.

By submitting this application a program's representatives agree to follow the guidelines set forth in the Terms of Agreement Guidelines, and understand that failure to comply can lead to exclusion from the Asian & Pacific Islander Heritage Month Festival.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

****DEADLINE FOR REGISTRATION and PAYMENT
DUE NO LATER THAN FRIDAY, APRIL 11th, 2018**

For more information or any questions, please contact us at
www.aacfmd.org | cmayman@aacfmd.org | (301) 694-3355

2018 Asian Pacific American Heritage Month Festival

Terms of Agreement

Please, keep this original for your records.

1. Registrations are approved on a first come, first served basis. To guarantee a space for the event, the participant is encouraged to register as early as possible. AACF will not hold space(s) for any exhibitor or merchandise vendor without paid registration. AACF reserves the right to limit the number of vendors selling similar products and to refuse a registration at their discretion. In the event that a registration is refused, AACF will notify the exhibitor and refund the registration within ten (10) business days.
2. **FOOD VENDORS:** All vendors must have a valid License to Operate a Food facility.
3. The registration fee guarantees exhibitors and merchandise vendors (per space rented): one (1) table (approximate 6 ft table), two (2) chairs at the event venue. Items needed for display of the exhibitor's or vendor's information or work (such as easels, stands, etc.) are the responsibility of the exhibitor.
4. All exhibitors and vendors should check with the performer registration desk in the Center Court of the FSK Mall between 09:45 AM and 10:30AM on Saturday, May 5, 2018. **DO NOT** arrive at the FSK Mall prior to 9:45AM. Set-up is from 09:45 AM - 10:45 AM. All performers must be set up and ready for the public by 10:45AM.
5. Loading and unloading: You may park in front of J.C. Penny at the FSK Mall to load and unload your supplies and go through the store to the Center Court. Once you have finished unloading, move your vehicle to the general parking area.
6. No exhibitor or vendor may start breaking down booths/displays before 4:00PM! Tear down must be complete by 5:00PM. If additional time is needed, prior arrangements must be made with AACF.
7. Food Vendors: Please be sure you have adequate supplies so you will not run out of food and drinks early, and that you have a way of getting more food and drinks delivered to the park, if necessary.
8. AACF does not provide insurance coverage for damage, loss or theft of any items brought to the event location or display and sale by the exhibitor/vendor. Damage to, breakage of, or loss of items due to fire, natural disaster, water damage or any unforeseen accident or incident is the sole responsibility and liability of the exhibitor/vendor.
9. AACF may use photos of the event for marketing and promotional purposes. These may include photos of the performance and the performer's display and work. These photos will not be used for monetary gain without the prior written consent of the exhibitor. Your signature on the registration form (above) indicates your permission to use any and all photos.
10. Upon receipt of your and payment, the fee is non-refundable.