



Asian Heritage Month Festival 2017 Exhibitor/Vendor Registration Form

CONTACT NAME: _____

ORGANIZATION NAME: (as it will appear in program)

CIRCLE ONE: Business Government Agency Non-Profit Organization

ADDRESS: _____

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

EXHIBITOR REGISTRATION: Cost includes (1) 6' table, (2) chairs, and name listing on the following: event program, volunteer t-shirts, and thank you ad. (The event is RAIN or SHINE. There will be NO REFUNDS on tables due to inclement weather) NOTE: Exhibitor participation is NOT tax-deductible.

***To attract more table visits, we highly encourage a hands-on activity, preferably Asian-themed, and/or giveaway.*

- o Early-Bird Registration (Non-Profits OVER \$500K budget) (must be postmarked on or before March 31, 2017) - \$75
- o Late-Registration (Non-Profits OVER \$500K budget) (postmarked or received after March 31, 2017) - \$100

****ACTIVITY NAME or GIVEAWAY DESCRIPTION:**

- o Early-Bird Registration (Non-Profits UNDER \$500K budget)(must be postmarked on or before March 31, 2017) - \$35
- o Late-Registration (Non-Profits UNDER \$500K budget) (postmarked or received after March 31, 2017) - \$75

****ACTIVITY NAME or GIVEAWAY DESCRIPTION:**

FOOD VENDOR: (**Must apply for a Temporary Food Permit through the Frederick County Health Department PRIOR to event: <http://md-frederickcountyhealth.civicplus.com/DocumentCenter/View/496> . See Terms of Agreement #2.) Cost includes name listing on event program, volunteer t-shirts, and thank you ad.

- o Early-Bird Registration (must be postmarked on or before March 31, 2017) - \$275
- o Late-Registration (postmarked or received after March 31, 2017) - \$325

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

MERCHANDISE VENDOR: Cost includes name listing on event program, volunteer t-shirts, and thank you ad.

- o Early-Bird Registration (must be postmarked on or before March 31, 2017) - \$125
- o Late-Registration (postmarked or received after March 31, 2017) - \$150

TYPE OF MERCHANDISE: _____

CONTRIBUTIONS: We would like to **contribute** the following to support AACF's Asian Heritage Festival and keep it **FREE** for families in the community. (Your sponsorship is a gift to AACF in support of the 2017 Community Health Fair and Annual Fund supporting ongoing health education and citizenship programs. Your gift is tax-deductible to the extent allowed by law. You will receive an official acknowledgement of your gift from AACF.)

SPONSORSHIP GIFT LEVELS:

- o **PARTNER: \$500+**
 - Large Logo on 4-page full color event program
 - Logo on Social Media and Website
 - Large Logo on back of volunteer T-shirts
 - Post-Event "thanks" ad to all sponsors
- o **PATRON: \$100 - \$249**
 - Name Listed on 4-page full color event program
 - Name Listed on Website
 - Name Listed on back of volunteer T-shirts
 - Post-Event "thanks" ad to all sponsors
- o **ADVOCATE: \$250 - \$499**
 - Small Logo on 4-page full color event program
 - Logo on Social Media and Website
 - Small Logo on back of volunteer T-shirts
 - Post-Event "thanks" ad to all sponsors
- o **CONTRIBUTOR: Gifts under \$99**
 - Name Listed on 4-page full color event program
 - Name Listed on back of volunteer T-shirts
 - Post-Event "thanks" ad to all sponsors

IN-KIND DONATION: (level based on monetary value)

- o Printing of Festival Program
- o Printing of Festival T-shirt
- o Raffle Prizes (please specify): _____
- o Other (please specify): _____

PAYMENT INFORMATION:

	AMOUNT
TABLE REGISTRATION TOTAL	\$
CONTRIBUTION TOTAL	\$
TOTAL AMOUNT OF PAYMENT	\$

METHOD:

- o **CHECK** (payable to 'Asian American Center of Frederick')
- o **ONLINE** using PAYPAL or a Credit Card at <http://aacfmd.org/events/asian-heritage-month-festival/>

The Asian American Center of Frederick (AACF), the Asian Heritage Festival Committee, 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 release the Asian Heritage Festival Committee and/or the hosting facility form 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 Heritage Festival.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

****DEADLINE FOR REGISTRATION & PAYMENTS DUE NO LATER THAN FRIDAY, APRIL 17TH, 2017**

Please Return This Form, Payment, and Any Applicable Permit to:
 Asian American Center of Frederick
 Tax ID# 86-114-0556
 1080 W. Patrick Street, Suite 16, Frederick, MD 21703
www.aacfmd.org | info@aacfmd.org | (301) 694-3355

2017 Asian 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. The Asian Heritage Festival Month Committee (hereafter referred to as "AHMFC") will not hold space(s) for any exhibitor without paid registration. The AHFC 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, AHMFC will notify the exhibitor and refund the registration within ten (10) business days.
2. AHMFC has obtained a Peddler's license, as required by the current laws of Frederick County and the State of Maryland, for all vendors who sell their wares at the Asian Heritage Festival on May 6, 2017. However, food vendors **must display** their food vendor permit while they are participating in the festival. ACF is not responsible for obtaining a food vendor permit for the food vendor. The food vendor must APPLY for a Temporary Food Permit through the Frederick County Health Department: <http://md-frederickcountyhealth.civicplus.com/DocumentCenter/View/496> Processing usually takes two business days. The food vendor must submit a copy of the permit along with the registration application (above) as verification.
3. The cost of registration is as follows: exhibitors \$100; non-profit over \$500K budget \$75; (under \$500K budget \$35); merchandise vendors \$150; food vendors \$325. ACF will provide (per space rented): one (1) table (approximate 6 ft table), two (2) chairs, and a Peddler's license for May 6, 2017. Items needed for display of the exhibitor's information or work (such as easels, stands, etc...) are the responsibility of the exhibitor.
4. This event is rain or shine, and therefore, you are strongly encouraged to bring a canopy/tent to cover your space.
5. All exhibitors and vendors should check in at the AHFC Co-Chair's station between 09:45AM and 10:30AM on Saturday, May 6, 2017. (**No** exhibitor and/or vendor may arrive at Baker Park prior to 9:45AM.) Set-up is from 09:45AM - 10:45AM; all exhibitors and vendors must be set up and ready for the public by 10:45AM.
6. Loading and unloading: You may park in the parking area closest to the pavilion to unload and load your supplies. Any of your workers or volunteers who are not hauling supplies to be unloaded and loaded must park in the other designated parking areas.
7. No exhibitor or vendor may start breaking down booths/displays before 04:00PM! Tear down must be complete by 05:00PM. If additional time is needed, prior arrangements must be made with AHFC in advance. **Note to 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. The Asian American Center of Frederick does not provide insurance coverage for damage, loss or theft of any items brought to Baker Park for 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. AHFC may use photos of the event, which may include photos of the exhibitors/vendors, the exhibitor/vendor's display and work, for marketing or promotional purposes. These photos may not be otherwise 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 the exhibitor's/vendor's registration and payment, the fee is non-refundable.