



# Harrisonburg-Rockingham AFRICAN-AMERICAN FESTIVAL June 26, 2010



## 2010 HARRISONBURG-ROCKINGHAM AFRICAN AMERICAN FESTIVAL COMMUNITY/NON-PROFIT EXHIBITOR APPLICATION

Thank you for your interest in participating as an exhibitor at the 2010 Harrisonburg-Rockingham African-American Festival (HRAAF). Please complete the application below and return by June 11, 2010. We will notify you by June 18, 2010 of your acceptance.

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Please list any special needs or requests (requests are not guaranteed to be approved):

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Please email your logo to [vsquires05@yahoo.com](mailto:vsquires05@yahoo.com) to be included on website.

### **Reminders:**

- *The HRAAF committee reserves the right to accept or reject any application for any reason.*
- *This is a family-oriented event. No weapons or drug paraphernalia are allowed.*
- *Each organization will be listed on our website and in the Festival program.*
- *HRAAF will provide 1 table and 2 chairs for each organization. Tents and tablecovers are to be supplied by exhibitors at their own discretion.*
- *Each exhibitor is provided a 10'x10' space at no charge, unless you wish to sell items. Should you wish to sell items (raffle tickets, fundraising items, merchandise, etc) you must pay a vendor fee of \$10.00. **Checks/money orders should be made payable to: Harrisonburg Parks & Recreation.***

**Please mail completed application (and payment if applicable) to:**

Harrisonburg Parks & Recreation; ATTN: Lynn Turner; 305 S Dogwood Dr; Harrisonburg, VA 22801.



# Harrisonburg-Rockingham AFRICAN-AMERICAN FESTIVAL

## June 26, 2010



TO: Community Way Exhibitors  
 FROM: Vicky Squires, HRAAF Planning Committee  
 RE: Festival Logistics

Thank you for your interest in helping to make the 17th Annual Harrisonburg-Rockingham African-American Festival a success by serving as a *Community Way* exhibitor. As you know, non-profit organizations, churches, civic groups and others are an integral part of any community ... including ours. We are excited to offer you the chance to spread your messages, recruit and showcase your organization while you enjoy the Festival!

This memo provides a brief synopsis of some Festival logistics that may assist your organization in preparing for the event.

<b>COMMUNITY WAY FESTIVAL LOGISTICS</b>	
<b>Festival Location</b>	Ralph Sampson Park (at Simms Ave and Washington St, Harrisonburg)
<b>Festival Date/Time</b>	Saturday, June 26, 2010 12pm - 6pm
<b>Rain Date</b>	This is a rain or shine event.
<b>Cost</b>	Community Way exhibits are free for non-profit organizations. However, if you wish to sell any items (memberships, raffle tickets, merchandise, etc) a \$10 vendor fee is required.
<b>Set-Up &amp; Break-Down</b>	Exhibitors may begin setting-up as early as 9:30 am on June 26. All vehicles must be off of the Festival grounds by 11 am. Your area must be set up by 11:45 am.  The Official closing of the Festival is 6 pm on June 26, at which time you may begin breaking-down your area. Please remove all trash and debris, leaving the space in the condition in which you found it.
<b>Check-In &amp; Space Assignments</b>	Each Community Way Exhibitor will receive its space assignment in a Festival Info packet to be mailed out by June 16, 2010. Check-in for Exhibitors will begin at 10 am at the Information Table.
<b>Space</b>	All Community Way Exhibitors will receive a 10'x10' space, with one table and 2 chairs. It is up to the exhibiting organization to bring any tents, tablecovers and other supplies and materials.
<b>Parking</b>	Parking is free, with plenty of space in the Simms Center & Ralph Sampson Park parking lots and along the street.

*See you at the Festival!*