



FAMILY PEACE FESTIVAL

APPLICATION FORM

for

**Sponsors, Advertisers, Non-Profit Exhibitors,
Vendors & Volunteers**

Sunday, September 19, 2010 *11:00 am to 5:00 pm

Mary Munford Elementary School, 211 Westmoreland St, Richmond, VA 23226

www.familypeacefestival.org

The Peace Festival is for you, your children and friends: our community. It's a day to enjoy a world with no borders- just curiosity and mutual respect. Gain a positive profile in our community by joining the Family Peace Festival as a **sponsor, advertiser, non-profit exhibitor, vendor or volunteer**. *Please note that all sponsors, advertisers, exhibitors, vendors and volunteers will be listed in the program (organization or individual name and website, where applicable).*

To learn more, please visit us at www.familypeacefestival.org.

The fiduciary agent for the Family Peace Festival is the Richmond Peace Education Center a 501(c) 3 nonprofit organization.

Sponsors / Contributors

>\$500 Universal Peace Sponsor (sponsors at this level receive a free full page ad in the festival program, festival t-shirt, tote bag, and recognition at the festival and on the website)

\$250 - \$499 World Peace Sponsor (sponsors at this level receive a free half page ad in the program and festival t-shirt)

\$100 - \$249 Community Peace Sponsor

\$50 - \$99 Neighborhood Peace Sponsor

\$1 - \$49 Family Peace Sponsor

Advertisers

The program is 5.5 x 8.5 inches. Mail your ad to Family Peace Festival, RPEC, 400 W. 32nd St., Richmond, VA 23225 or email to info@familypeacefestival.org. Be aware that photographs do not always reproduce well in black and white format. Please proof phone numbers, addresses and emails before sending.

Full Page (4.5 x 7.5) - \$150

Half Page (4.5 x 3.75) - \$75

Third Page (4.5 x 2.5) - \$50

Vendors - \$85

All peaceful vendors great and small are welcome to sell at the Festival. Introduce your business in a family-friendly and fun environment.

Non-Profit Exhibitors - \$35

Peaceful non-profits and other groups are welcome to exhibit at the Festival. Raise funds and introduce your group to the community in a family friendly and fun environment.

All Vendors and Non-profit Exhibitors must read the Vendor / Exhibitor Information and Guidelines attached to this form as well as signing the Event Vendor/Exhibitor agreement form included with this application.

Volunteers

There are many opportunities to volunteer before, during and after the festival. Please check any items on the list below and someone will contact you.

If you have any questions, please contact us at info@familypeacefestival.org.

FAMILY PEACE FESTIVAL - APPLICATION FORM

***Required Field**

Name of Business, Organization or Individual (as it should appear in the program) *

Name of Contact Person (if applicable) * _____

Address * _____

City /State/Zip* _____

Contact Phone Number ex. 804-xxx-xxxx * _____

Contact Email * _____

Website (as it should appear in the program or website) _____

Application Type (check all that apply):

Sponsor

Advertiser

Non-profit Exhibitor

Vendor

Volunteer

Mission Statement (Exhibitors only):

Merchandise/Products/General Info (Vendors/Exhibitors only):

VOLUNTEER OPPORTUNITIES (check all that apply):

Before the Festival:

- Volunteer Recruiter
- Pre-Festival Promotion/Publicity
- Assist with Art Contest Publicity
- Website Assistance
- Festival Program Production
- T-Shirt and Recycle Bag Production
- Silent Auction Committee

Volunteer Shifts - Day of the Festival (set up, parking, check-in, t-shirt and beverage sales, cashier, clean up, etc):

- 9:00 a.m. - 11:00 a.m.
- 11:00 a.m. - 1:00 p.m.
- 1:00 p.m. - 3:00 p.m.
- 3:00 p.m. - 5:00 p.m.
- 5:00 p.m. - 6:00 p.m.

PAYMENTS (complete all that apply):

Sponsors/Contributor Payments:

- \$ _____
- Universal Peace Sponsor \$500+ (includes full page ad)*
 - World Peace Sponsor \$250-\$499 (includes half page ad)*
 - Community Peace Sponsor \$100-\$249*
 - Neighborhood Peace Sponsor \$50-\$99*
 - Family Peace Sponsor \$1-\$49*

Advertiser Payments (check applicable item):

\$ _____ Full Page Ad \$150 Half Page Ad \$75 Third Page Ad \$50

Vendor / Exhibitor Payments (check applicable item):

\$ _____ Vendor Fee \$85 Non-profit Exhibitor Fee \$35 Table & Chairs \$15

\$ _____ **Late Fee (if submitted after August 19, 2010): \$25**

\$ _____ **Total Payment Enclosed**

Please Mail This Application To:: Family Peace Festival, RPEC, 400 W. 32nd St., Richmond, VA 23225. **Be sure to include:**

1. Check, if applicable, made out to RPEC (Richmond Peace Education Center). Please indicate Family Peace Festival in the memo portion of your check.
2. Signed Event Vendor/Exhibitor agreement, if applicable (see page 7)
3. Copy of Program Ready Ad, if applicable

VENDOR / EXHIBITOR INFORMATION AND GUIDELINES

Thank you for your interest in supporting the Family Peace Festival as a vendor/exhibitor.

General Information:

1. Vendor set-up time is Sunday, September 19, 2010, between 10:00-10:30 a.m.. Please report promptly for table assignment, I.D. badge, and agenda/program.
2. No vendor will be allowed to set-up without paying in full (non-profit exhibitors: \$35.00; vending/sales: \$85). Payment is due by August 19, 2010. Any registrations or payments received after August 19, 2010 will be charged an additional \$25.00 fee. The final deadline for registration and payment is August 31, 2010.
3. We will provide a table and chairs for an additional \$15.00.
4. Vending outside of designated areas will not be permitted. Vending location will be in an open area on the premises of Mary Munford Elementary School.
5. Family Peace Festival 2010 reserves the right to cancel this agreement if the vendor attempts to sell / display items objectionable to a peaceful environment.

Guidelines:

In order to help the Family Peace Festival be a positive experience for everyone, we ask that all exhibitors agree to certain ground rules. Please agree to the principles and guidelines on this page by signing the attached form and returning the signed copy to the Festival committee along with your registration form and exhibition fee. By signing the Event/Exhibitor Agreement form, you agree to the following principles of the Family Peace Festival

1. Exhibitors agree to support the goals and principles of the Festival. In particular, Exhibitors acknowledge that the Festival participants and organizers are committed to creating a safe environment that welcomes all who are willing to come and explore expressions of peace. Exhibitors further acknowledge that the Festival aims to encourage future cooperation and collaboration among the diverse communities of Richmond.
2. Exhibitors accept that as a consequence of the Festival's commitment to diversity, groups and individuals may be present who adhere to beliefs that they do not agree with, and perhaps even that they oppose strongly. The Festival committee expects that all participants in the Festival will come with tolerance, open hearts and a willingness to see past their differences to the central truth of peace and love. The Festival committee also expects that participants will not use the Festival to condemn other movements, ideas, beliefs, political positions, nor any religious or cultural practices.
3. Exhibitors accept that the Family Peace Festival is not an appropriate place to attempt to lobby. Exhibitors are welcome to teach others about their faith or their organization, and explain how it offers a path to peace, fellowship and spiritual truth - but the Festival committee asks that Exhibitors do so through positive examples.

Exhibitors agree to adhere to the following rules established by the Festival organizers:

4. Please do not ask people to sign petitions
5. Please do not display or circulate materials directly requesting people to vote for or against specific laws, constitutional amendments, political programs, politicians or political parties
6. Please do not display or circulate materials disparaging the beliefs or practices of any other persons or groups
7. Please DO display information about the positive activities and benefits of your organization, and in particular those activities which support peace and enlarge understanding and cooperation in the community
8. Exhibitors MAY display materials that state and explain their organization's position on topical issues, provided these materials aim solely to educate and inform people about why the organization believes as it does, and that the materials are otherwise in accordance with the principles of the Family Peace Festival as outlined above

VENDOR / EXHIBITOR INFORMATION AND GUIDELINES (cont)

9. Exhibitors *MAY* have a sign-up sheet through which interested people can request further information about their group, and Exhibitors *MAY* publicize events where people can learn more about their organization, though the Festival committee does ask that such publicity respect the spirit of the guidelines above.
10. In order to help us create the most positive environment possible, we ask that Exhibitors include with this application copies of materials they plan to display and circulate at the Festival (or descriptions of the materials, or examples of similar materials). If the Festival organizers have any concerns about the materials arising from the guidelines set out above, we will contact the Exhibitor and do our best to resolve them. In the event that the Exhibitor and the Festival organizers cannot find a mutually satisfactory resolution to their concerns, the Festival committee will refund the Exhibitor's exhibition fee and ask that they not exhibit the materials at the Festival. In the event that materials that the Festival organizers have not previously examined are circulated at the Festival, and that the Festival organizers deem to be inappropriate, the organizers will ask that the Exhibitor remove the materials.

EVENT VENDOR/EXHIBITOR AGREEMENT

The Family Peace Festival 2010 and the Richmond Peace Education

Center assumes no liability for loss or damage to merchandise and reserves the right to limit the vendor to the sale of certain items, subject to the terms of this agreement.

I, _____, of _____,

do hereby agree to the terms and conditions of the Vendor/Exhibitor Information and Guidelines and the right to vend during the Family Peace Festival 2010 on September 19, 2010.

SIGNATURE

DATE

COMMENTS:

FOR OFFICE USE ONLY:

CHECK NO. _____ DATE RECEIVED: _____ (by 7/31/10 ____ / late _____)

VERIFICATION OF AMOUNT DUE (initial) _____

VERIFICATION OF COMPLETED FORM/S _____

COMMENTS: