

HEART OF VIRGINIA FESTIVAL COMMUNITY OUTREACH: MAY 1, 2010
PLEASE PRINT, COMPLETE AND MAIL THIS APPLICATION
Please read the [Heart of Virginia Festival General Guidelines and Rules for Participation](#)

2010 Heart of Virginia Festival Application

Community Outreach

Name _____

Person(s) Manning Booth (if different from above) _____

Organization Name _____

Address _____

City _____ State _____ Zip Code _____

Website _____

Email _____

- Would you like to be added to the Heart of Virginia Festival secure email listing, which automatically notifies you of Festival updates? YES ____ NO ____

Best Phone Contact _____

Secondary Phone (if different) _____

Feel free to share my contact information with other local Event Planners? YES ____ NO ____

I have previously participated in the Heart of Virginia Festival? YES ____ , Number of Years ____ NO ____

Placement:

- Space = 10' x 10'
- \$10 per space OR \$30 per space with permission to sell / fundraise
- Purchase additional spaces as needed
- Consideration of requests is honored, but not guaranteed

____ I would like to request the same space I had last year

Anything you would like us to know when assigning your space (ie: companies, organizations, and products you would or would not like to be in close proximity) _____

Describe in detail your participation in the Festival:

Educational / Non-Profit / Civic / Religious / Political _____

Reenactment _____

Raffle _____

Items being sold / price _____

On a separate sheet of paper, please share interesting or news-worthy information such as biographies, photos, websites, history of your organization. This information may be used in publicity to promote the Festival.

Vehicle:

Please Note: limit 2 vehicles per organization between 6:30 a.m. and 8 a.m.

I will be arriving in a:

____ Car

____ Pick-Up Truck / Passenger Van / SUV

____ Box Van / Moving Van / RV

____ Vehicle with Trailer

How did you hear about the Heart of Virginia Festival?

Please check all that apply:

____ Past Participation

____ Word of Mouth

____ Newspaper/Magazine

____ Radio

____ Exhibitor, name: _____

____ Internet: specify site: _____ -- _____

Other: _____

To showcase your participation, feel free to link the Heart of Virginia Festival website (www.heartofvirginia.org) to your website(s) (calendar of events) and promotional materials.

With your confirmation packet, we will include 25 Heart of Virginia Festival brochures for you to distribute in your community.

____ Yes. I wish to promote the Heart of Virginia Festival. Please send me 25 or specify another amount ____.

____ No. I don't wish to receive any brochures at this time.

Contract & Waiver

Please read the following statements carefully. To participate, you must sign and return this statement with your application.

- I agree to allow the Heart of Virginia Festival Board full use of images and other promotional materials (photographs, video tape, audio tape) taken during the Festival for purposes of promoting the Festival this year and in future years.
- I understand and comply with the Heart of Virginia Festival General Guidelines, Rules for Participation, and the Community Outreach Regulations.
- I do hereby waive the Town of Farmville, Festival Board of Directors, any sponsor or fellow participant, from any liability due to personal injury, loss or damage to any property that may occur during the Heart of Virginia Festival.

Signature

Date

Parent's Signature (if younger than 18 years of age)

Date

Before mailing, be sure that you have included the following:

- Completed 2010 Application with signed Contract & Waiver
- Application Fee (checks payable to Heart of Virginia Festival)
 - \$10 per space OR \$30 per space with permission to sell / fundraise
 - Add \$10 if postmarked after Wednesday February 24, 2010
- Please indicate what 501c status your organization has obtained along with a copy of the 501c certificate and/or Federal Tax ID #.
- Interesting Information (separate piece of paper)

Mail to: Heart of Virginia Festival, Attention Community Outreach
P.O. Box 35
Farmville, VA 23901

Deadline: **Wednesday, February 24, 2010.** Any entries after this date will be considered on a space available basis. Applications received AFTER the postmark deadline will be assessed an **additional \$10.00 fee.**

Acceptance: You will be notified within two weeks of receipt of your application IF there is concern. Otherwise, you should plan to participate and you will receive a confirmation packet (including space assignment and other important information) in early April. Cancelled checks serve as preliminary acceptance as a Community Outreach participant.

Questions? visit heartofvirginia.org or contact Paula Ellison, Director of Community Outreach, at outreach@heartofvirginia.org or 434.395.2744

Office Use Only: Check Number _____ Date Received _____ Amount _____ Space Assignment _____