

2018 CELEBRATE AMERICA FESTIVAL

July 4th, 2018 in the City of Manassas

BOTH PAGES MUST BE FILLED OUT AND RETURNED TO HISTORIC MANASSAS
NO LATER THAN JUNE 1, 2018

PART A: Applicant Information

Company/Organization _____
Contact Person _____
Contact's Phone numbers work _____ home _____
Contact Person's E-Mail _____ Fax # _____
Company/Organization Address _____
City/State/Zip _____

PART B: Booth Classification

Place an X in each category that describes your business/organization. This information will be used for placement of your booth and listing on any directory flyer we may print.

Community Service Government Media
 Medical Religious Charity Activist Group

List your non-profit tax ID # here _____

PART C: Exhibit Description

Briefly describe your planned exhibit. NOTE: Only activities, services or products listed here may be exhibited or vended at the festival. Any activity that is deemed by HMI to be contradictory to its goals or those of Celebrate America festival shall not be permitted.

PART D: Documentation Required

The following must be submitted with this application no later than June 1, 2018 at 5:00 pm:

- A certificate of liability insurance in the amount of \$1,000,000 naming the City of Manassas AND Historic Manassas, Inc. as additional insured must be received in our office. An Endorsement MUST accompany your certificate of insurance, endorsing the policy.
- A check in the amount of \$150.00 for the booth space fee. You must supply your own tent, table and chairs.

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MAIL APPLICATIONS TO 9431 WEST STREET MANASSAS, VA

PART E: RULES of the 2018 July 4th Celebrate America Festival in Manassas, Va.

- **Booth space is 10x10**; you must supply your own equipment. No electrical access is provided. All exhibitors, including non-profits, and their agents or representatives, **are required to conduct business and solicitation within the booth space area.** Canvassing of the festival grounds is **not** permitted. No more than four individuals may work at the booth at any one time.
- **Signage of any kind is not permitted outside of the exhibitor booth space.**
- **To protect the integrity of the event**, roving the site and/or engaging festival attendees is not permitted for exhibitors.
- **Parking** is available in the city commuter lots at Prince William and Main Streets
- **Voice Amplification devices** may not be used. Amplified music is not permitted.
- **The sale or distribution of food and/or beverage** of any kind is **not** permitted.
- **Exhibitors may arrive at 2pm** to set up and must stop exhibiting or soliciting at 8:45PM. Booth areas must be cleaned and removed immediately after the fireworks display ends.
- **Trash must be removed** by the organization and the area be left clean.
- **All groups and organizations** covered by this application will be located in Democracy Square, location to be determined prior to the event. Four vehicle access passes will be supplied for each group.
- **The Festival Director reserves the right to close any exhibit** that fails to comply with any of these rules and regulations, and booth fees will not be refunded.
- **Emergency Closing-** the Festival Director has the right to close any or all parts of the festival to ensure the safety of attendees. Event leadership will work with the Director in case of an impending storm or other emergencies to determine the most appropriate plan of action.
- **This application applies to 2018 July 4th Celebrate America ONLY.**

PART F: EXHIBITOR AUTHORIZATION

The person submitting this application and signing below verifies he/she has the legal right to act on behalf of the participating exhibitor. The exhibitor including all of its employees, agents and other representatives hereby holds harmless and indemnifies Historic Manassas, Inc and the City of Manassas, Virginia and all sponsors, board members, employees and other representatives of each, for any damages or liability incurred as a result of the actions of the participating exhibitor in the 2018 July 4th Celebrate America festival. Any damage to HMI or City of Manassas equipment or property due to noncompliance with the information supplied at any time by the exhibitor will result in financial obligation to the exhibitor. I agree that all representatives acting on the exhibitor's behalf for any matter pertaining to the 2018 July 4th Celebrate America festival will be subject to rules herein as well as any rules provided to exhibitor representative(s) prior to and/or during the 2018 July 4th Celebrate America festival.

Signature _____ Date _____