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| **Office Use Only** | |
| Approve: |  |
| Date: |  |

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| --- | --- | --- | --- |
| Applicant Information | | | |
| |  | | --- | | **Name of Organization, Business, Group, Individual, and/or Cultural Affiliation:** | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Contact Name:** |  | |  | | |  | First | Last | | | | | |
| |  |  | | --- | --- | | **Type of Merchandise/Craft:** |  | | | | |
| **Description of items being sold:** | | | |
|  | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Preferred email address:** |  | | **Website:** |  | | | **Preferred telephone number:** | |  | | | □ Daytime □ Evening | | | | |
| **Mailing Address:** | | | |
|  | | | |
|  | | | |
| **Additional Comments:** | | | |
|  | | | |
|  | | | |
| Vendor Registration Information | | | |
| **Registration Fees & Deadlines:** | **$100** [Early Bird – By Jan. 11] | **$120** [by March 1] | **$140** [after March 1] |
| *Applications will not be accepted after March 29, 2019.* | | | |
| **The Multicultural Fair Planning Committee reserves the right to approve or deny any vendor at the discretion of its members. Vendors will not submit registration fees before they have received approval of their application via email. Early fee payments will be returned as soon as they are received. You must wait for approval of application before submitting payment.**  **To qualify for discounted registration fees, forms must be received no later than Friday, March 1, 2019.**  **Postmarks will not be honored. Partial payments are not acceptable. No on-site registration.** | | | |
| Vendor Agreement | | | |
| I hereby agree to sell all merchandise in compliance with all Virginia state and local business licensing and taxation laws and requirements. The University assumes no responsibility for any sales items that are lost, damaged or stolen. This shall be the sole responsibility of the vendor. The University reserves the right to restrict the sale of any or all items determined inappropriate. | | | |
| |  |  |  | | --- | --- | --- | |  |  |  | |  | Vendor Signature | Date | | | | |

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| Table & Tent Information | | |
| When **outdoors**, vendors can select any available space along Campus Walk, provided it does not block any other vendor, access ramp, or entrances/exits. You may set up tents (up to 10’ x 10’) and vertical displays outdoors, provided they do not invade other vendors’ spaces. The Multicultural Fair will not provide tents to vendors. You must supply your own.  Participants must provide their own tablecloths. You may bring your own table(s). **Tables will be provided by the Multicultural Center for an additional charge of $20.00 per table**. Chairs will be provided free of charge.  The registration fee is payment for one (1) vendor space. You may be permitted to purchase two (2) or more vendor spaces for your business or organization based on space availability.  Due to the University’s limited electrical capabilities, vendors are encouraged to bring their own electrical equipment and accessories (i.e. extension cords, surge protectors, etc.). | | |
| Rain Plan/Location | | |
| If the Multicultural Fair is moved inside due to **inclement weather conditions**, only one 6 ft. table will be provided. This will result in reduced space for display and setup of merchandise. Vertical displays and tents will not be permitted indoors due to fire regulations.  If the inclement weather plan is enacted, spaces in the University Center will be assigned to you. Indoor assignments are emailed in advance. We will make every effort to accommodate your needs.  **No refund will be provided upon use of the inclement weather plan.** | | |
| Deadlines & Fees | | |
| **Please do not submit any payment until you have received final approval from the Multicultural Fair Planning Committee. Payments made before you are accepted as a vendor will be returned as soon as they are received.**  **To qualify for discounted registration fees, forms must be received no later than Friday, March 1, 2019.**  **Postmarks will not be honored. Partial payments are not acceptable. No on-site registration.** | | |
| **Registration Deadlines & Fees** | | |
| $100 [Early Bird – By Jan. 11] | $120 [by March 1] | $140 [after March 1] |
| **The final application submission deadline is Friday, March 29, 2019. No applications will be accepted after that date.** | | |
| Multicultural Fair Information | | |
| The Multicultural Fair is a staple of campus life at the University of Mary Washington. Boasting a yearly attendance of over 5,000 students, faculty, staff, and community members, it is one of the largest and longest-standing annual events on campus. It is a great opportunity to see a variety of cultures, experience the talents of numerous performers and artisans, and enjoy delicious cuisines from around the world! | | |
| **For more information, contact JoAnna Raucci at 540.654-1044 or by email at** [**umwjfmc@gmail.com**](mailto:umwjfmc@gmail.com)**.**  **Submitting by email:** [umwjfmc@gmail.com](mailto:umwjfmc@gmail.com)  ATTN: JoAnna Raucci; Co-chair, Multicultural Fair Planning Committee  **Submitting by mail:**  James Farmer Multicultural Center ATTN: Multicultural Fair Planning Committee  1301 College Avenue  University Center, 319  Fredericksburg, VA 22401-5300 | | |