

Non-Profit/Community Organization Vendor Application

33rd Annual Multicultural Fair | Saturday, April 1, 2023

Early Bird Deadline: Friday, January 6, 2023

Applicant Information

Non-Profit Organization, Business, Group, Affiliation, etc.: _____

Contact Name: _____
First Last

Type of Offering: _____ Do you have 501(c)(3) Non-Profit status? Yes No

Description of items being sold or non-profit organization information:

Preferred email address: _____ Website: _____

Preferred telephone number: _____ Daytime Evening

Mailing Address: _____

Additional Comments:

Vendor Registration Information

Registration Fees:	\$50 [Early Bird – by Jan. 6]	\$60 [by Feb. 17]	\$80 [after Feb. 17]
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Applications will not be accepted after March 17, 2023.

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, February 17, 2023.

Postmarks will not be honored. Partial payments are not acceptable. No on-site registration.

Vendor Agreement

While we are now accepting applications for the 2023 Multicultural Fair, please be aware that the Fair might not take place due to the public health realities regarding COVID. If your application is approved and the 2023 Fair does not take place due to the status of the COVID-19 pandemic, as well as the existing guidelines for the Commonwealth of Virginia and the University of Mary Washington, your approved application will extend to the 2024 Multicultural Fair.

I hereby agree to sell all merchandise and distribute all materials in compliance with all Virginia state and local business licensing and taxation laws/requirements and University Policy. 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 or distribution 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.

COVID-19 Impact Statement

While we are now accepting applications for the 2023 Multicultural Fair, please be aware that the Fair might not take place due to the public health realities regarding COVID. If your application is approved and the 2023 Fair does not take place due to the status of the COVID-19 pandemic, as well as the existing guidelines for the Commonwealth of Virginia and the University of Mary Washington, your approved application will extend to the 2024 Multicultural Fair.

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, February 17, 2023.

Postmarks will not be honored. Partial payments are not acceptable. No on-site registration.

Registration Deadlines & Fees		
\$50 [Early Bird – by Jan. 6]	\$60 [by Feb. 17]	\$80 [after Feb. 17]

The final application submission deadline is Friday, March 17, 2023. 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 the 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 jfmc@mail.umw.edu.

Submitting by email:

jfmc@mail.umw.edu

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, Room 319

Fredericksburg, VA 22401-5300