



# 27<sup>th</sup> Annual Alexandria Red Cross Waterfront Festival June 14-15, 2008

## Corporate Exhibitor Application and Agreement

All pertinent exhibitor information should be placed on this form and returned to the following address. Checks can be made out to:

Alexandria Red Cross  
123 North Alfred Street, Alexandria, VA 22314  
Telephone (703) 549-8300, ext. 224; Fax (703) 683-6743.

**Yes, I would like to participate in the 27<sup>th</sup> Annual Alexandria Red Cross Waterfront Festival!**

Company/Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Please list the **name of your organization** below as you would like it to appear in the Festival Program:

\_\_\_\_\_

Briefly describe your purpose for exhibiting (goal, booth activity, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EXHIBITOR GUIDELINES & GENERAL INFORMATION

1. Please sign and submit your exhibitor application, agreement and payment by March 1, 2008. Checks should be made out to Alexandria Red Cross (credit cards can be accepted by calling Karen Keane at 703 – 299 -2503). Applications will **NOT** be considered complete until all of the documentation, including payment, is received.
2. The American Red Cross reserves the right to reject any application at its discretion. All exhibit content must be consistent with the mission and principles of the American Red Cross.
3. Only pre-approved literature may be distributed. Approval may be obtained through the Corporate Exhibits Chairman, Alexandria Red Cross.
4. No exhibit may be moved without approval from the Corporate Exhibits Chairman, Alexandria Red Cross. Such conduct will subject exhibitor to potential expulsion from the Festival and future Festivals.
5. Each exhibit may have additional specific guidelines related to safety/hazard, identification/remediation, or signage depending on type/content/number of spaces rented.
6. Returning exhibitors will not be guaranteed previous exhibit location.
7. Setup is on Friday, June 13 from 12:00 p.m. to 8:00 p.m. and teardown is on Sunday, June 15 after 7:00 p.m.

<b>Festival Hours:</b>	Saturday, June 14	10:00 a.m. -- 11:00 p.m.
	Sunday, June 15	11:00 a.m. -- 7:00 p.m.

<b>EXHIBIT SPACE FEES</b>	
____ \$2,250 per corporate booth	____ \$1500 per non-profit booth (must provide copy of 501©3 determination letter)
<b>Price includes:</b>	
- 10' x 10' space with tent	- Up to 24 staff/volunteer passes for weekend
- 2 six foot long tables and 4 chairs	<i>Please fill out:</i> ____ # of Saturday passes wanted (12 max)
- 1 parking pass per exhibitor	____ # of Sunday passes wanted (12 max)
If you would like more than one space, please contact Sharon Grant at (703) 299 2524.	

**Agreement**

In consideration of being an Exhibitor at the 27<sup>th</sup> Annual Alexandria Red Cross Waterfront Festival, I, the undersigned, as an authorized representative of the organization identified on page 1, agree to the following:

1. I agree that my organization's exhibit content and material and exhibit space will be limited to those items approved in advance by the Alexandria Waterfront Festival Committee (See Exhibitor Guidelines.)
2. I agree to abide by all Commonwealth of Virginia and the City of Alexandria laws, ordinances, and rules, and hold the Alexandria Chapter of the American Red Cross and all other Red Cross organizations, including their directors, officers, employees, and volunteers, harmless for any failure to abide by such laws, ordinances, and rules, and for any damages or injuries caused by my own negligence or the negligence of third parties.
3. I understand that the Alexandria Chapter of the American Red Cross and the American Red Cross, including their directors, officers, employees, and volunteers, assume no liability for any loss of income, property damage, or any loss caused by inclement weather or other Acts of God. I further understand that, subject to Item 8 below, no refund of exhibit fees will be made if my application is accepted.
4. I agree to hold the Alexandria Chapter of the American Red Cross and the American Red Cross, including their directors, officers, employees, and volunteers, harmless for any and all damages to my equipment or belongings incurred while participating in the Alexandria Red Cross Waterfront Festival.
5. I understand that liability and business insurance covering my participation in the Alexandria Red Cross Waterfront Festival is not required or provided by the Alexandria Chapter of the American Red Cross, but that I may obtain such insurance at my option and expense.
6. I agree to abide by the rules of the Alexandria Red Cross Waterfront Festival and to conduct business in a manner acceptable to the Alexandria Chapter of the American Red Cross and to the Alexandria Red Cross Waterfront Festival Committee. I understand that failure to adhere to these requirements will subject me to expulsion from the Festival with no refund of my exhibitor fee.
7. I understand the Alexandria Red Cross reserves the right to reject any application at its discretion.
8. To the extent an Exhibitor Application is accepted, any and all Exhibitor **cancellations** must be made in writing or by email and must be received no later than May 16, 2008 in order to receive a full refund of the Exhibitor fee. Written or emailed Exhibitor cancellations received between May 19, 2008 and June 6, 2008, will be refunded 50% of their Exhibitor fee. Under no conditions will Exhibitor fee refunds be issued for written or emailed cancellations received after June 7, 2008. Exhibitors seeking a refund pursuant to this provision must direct their cancellation to the following: Sharon Grant, Alexandria Red Cross, 123 N. Alfred Street, Alexandria, VA 22314; 703.299.2524; grants@usa.redcross.org. Exhibitor understands and agrees that cancellations directed to any other person, address, or email will be deemed deficient and invalid and will void any claim for an Exhibitor refund.
9. Exhibitor represents and warrants that the person executing this Application on behalf of their respective organization has the authority to bind such respective organization to the terms and conditions of this Application, and is fully authorized to submit and execute this document.

\_\_\_\_\_  
Signature of Employee Point of Contact

\_\_\_\_\_  
Date

## **Mission of the American Red Cross**

The American Red Cross provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement. Led and supported by more than 1.3 million volunteers, the American Red Cross is one of the largest humanitarian organizations in the United States.

## **Fundamental Principles of the International Red Cross and Red Crescent Movement**

### **Humanity**

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

### **Impartiality**

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

### **Neutrality**

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

### **Independence**

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

### **Voluntary Service**

It is a voluntary relief movement not prompted in any manner by desire for gain.

### **Unity**

There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

### **Universality**

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.