



Burke Centre Conservancy

## 40th Annual Festival

6060 Burke Centre Parkway  
Burke, Virginia 22105-3702

• Office: (703) 978-2928 • Fax: (703) 978-1073

June 2017

Dear Community Group:

We are delighted to offer you this great opportunity to join us at Burke Centre's 40<sup>th</sup> Anniversary Annual Festival celebration on September 9 & 10, 2017. The Burke Centre Festival is one of the most recognized events of its kind in the Northern Virginia area. **If you are a Burke Centre Youth Group/Cluster Committee/Charter Group/Charitable or Religious Organization or Civic Group**, this is a great way for you to reach thousands of people through a fundraising or informational/outreach booth promoting your organization.

We encourage you to host a booth in line with festival and/or outreach themes. If you need assistance, we will be happy to help you develop booth activity ideas that are popular and appealing to families and children. If you choose to develop your own idea, please check with us to make sure that the same activity is not already being organized elsewhere.

We are here to help your booth be successful. Giveaway drawings may be hosted by individual groups on a limited basis, and must be approved in advance, as well as the amount per chance that will be charged (if any) to participate in your drawing. Please note there is a limit on the number of bake sale booths to help ensure they are successful. **All booths must be operational both days of the festival**, rain or shine.

Fundraising booths are \$25 per 10x10' space and open to Burke Centre groups, schools, civic groups, and scouts. If your group offers a non-profit booth for information purposes only or a free children's activity, there is no fee. Please note that no money may be collected at information/children's activity booths. Attached are the application and guidelines for the Community Service/Fund Raiser booths described above. All groups that are accepted to receive a free booth space are highly encouraged to contribute volunteer hours in support of the Festival. We need you – please contact us at [festival@burkecentre.org](mailto:festival@burkecentre.org) to sign up for a 2-hour volunteer shift.

Thank you for your interest in being part of this year's festival. Please feel free to contact Nancy at (703) 978-2928; e-mail: [nancys@burkecentre.org](mailto:nancys@burkecentre.org) with any questions you may have. We look forward to hearing from you!

Sincerely,

*The 2017 Festival Team*



**COMMUNITY SERVICE / FUND RAISER  
CHILDREN'S ACTIVITY BOOTH APPLICATION  
SEPTEMBER 9 & 10, 2017**

Please return this form and application fee to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702. Attn: Festival Staff. **Due by August 15, 2017.** Please print legibly!

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ 2<sup>nd</sup> Contact #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of booth (brief description): \_\_\_\_\_

If Fund Raiser, describe prizes and amount per ticket you will be collecting : \$ \_\_\_\_\_

**All spaces are 10x10' -- please check applicable category below -- (detailed definitions on reverse)**

[ \_\_\_ ] BURKE CENTRE COMMUNITY/CIVIC ORGANIZATION INFO-ONLY BOOTH [ \_\_\_ ] No Charge

[ \_\_\_ ] BURKE CENTRE YOUTH GROUP/CIVIC GROUP FUND RAISER [ \_\_\_ ] \$25 per space

[ \_\_\_ ] BURKE CENTRE GROUP "FREE CHILDREN'S ACTIVITY BOOTH" [ \_\_\_ ] No Charge

*If you wish to apply by mail and pay by credit card, please complete this section:*

[ \_\_\_ ] VISA **or** [ \_\_\_ ] MASTERCARD (please check one) **TOTAL AMT CHARGED:** \$ \_\_\_\_\_

CARD NO: \_\_\_\_\_ EXPIRATION: \_\_\_\_/\_\_\_\_ CVV # \_\_\_\_\_

PRINT CARD HOLDER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\*BILLING ADDRESS: \_\_\_\_\_

**CVV number** is the security code found on the back side of your credit card, typically represented by the last three numbers shown. **\*The billing address must match the exact address where the card is billed.**

**Signature** *(approves above info including credit card pmt if applicable)*

**Date**

\*\*\*\*\* **(FOR OFFICE USE ONLY)** \*\*\*\*\*

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Space Assignment

Amt Paid: \$ \_\_\_\_\_

Disapproved: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Refund Date: \_\_\_\_\_

## 2017 COMMUNITY/CIVIC GROUP INFO BOOTH GUIDELINES

**DATES:** Saturday & Sunday, September 9 & 10, 2017 **OUTDOORS -- RAIN OR SHINE**  
**HOURS:** Saturday: 9:30 AM-5:00 PM **Sunday: 11:00 AM-5:00 PM**  
**DEADLINE:** August 15, 2017 **INQUIRIES: Festival Staff – (703) 978-2928**

**CATEGORIES:** *(Limited number of spaces available! Space size is 10' x 10' – One table and two chairs will be provided upon request while supplies last.)*

**COMMUNITY/CIVIC GROUP INFO BOOTH** ..... No charge  
(BC Charter Groups/Class Instructors, Community Civic Groups, etc. – for information purposes only)  
**NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS .**

**FUND RAISER BOOTH** ..... \$25.00  
(BC SCOUTS /YOUTH GROUP BAKE SALES & GAMES, APPROVED GIVEAWAY DRAWINGS)

**CHILDREN'S ACTIVITY AREA** ..... \$No charge\*  
(\*LIMITED TO BURKE CENTRE RELIGIOUS & CHARITABLE ORGANIZATIONS, SCHOOL GROUPS )  
**NO MONEY MAY BE COLLECTED FROM FESTIVAL PATRONS .**

### GUIDELINES FOR ALL BOOTHS

1. Due to Fairfax County health and food regulations and permit requirements, no food items or beverages may be sold from this type of booth. (Bake sales are an exception to this rule. Also, if you choose to do so, bottled water *may be given away from your booth at no charge on critically hot days; i.e., over 90 degrees.*)
2. If prizes are to be awarded as part of your activities, please list all types of prizes on this application.  
**\*NO live animal prizes are permitted!\***
3. The Festival is held outdoors, over two days, and is a rain or shine event. Each group is expected to participate during both days of the show whether it is raining or not. Please note that no access to the Conservancy office is available for the duration of the Festival.
4. Please note there is no guarantee the Conservancy will be able to accommodate all requests for tables, chairs, etc. due to the high demand for these resources.
5. If your booth needs electricity, you must provide your own noise-free/low noise generator.
6. To ensure the safety of all guests, no glass containers are allowed on the Festival grounds.
7. A 10-day written notice of cancellation (email notice acceptable) is required for planning purposes.
8. If your group would like to be considered for more than one activity, a separate application and fee (if applicable) are required.
9. No pets are to be kept/leashed during the day at booth, unless part of an approved activity (e.g., Animal Rescue Services demonstrations, etc.).
10. You are responsible for the safety and operation of the activity.

### APPLICATION INSTRUCTIONS:

1. Please complete this application form. If your group is requesting more than one activity, each space requires a separate application and fee.
2. Make checks for the application fee(s) payable to the BURKE CENTRE CONSERVANCY. All checks will be deposited upon receipt. No application will be considered without a completed application form and fee. Send applications to: Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702, Attn: FESTIVAL STAFF. E-mail to: [nancys@burkecentre.org](mailto:nancys@burkecentre.org)