



*Burke Centre Conservancy*

## 42nd Annual Festival

6060 Burke Centre Parkway  
Burke, Virginia 22105-3702

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

March 2019

Dear Elected Official/Candidate for Office:

You are cordially invited to attend and/or participate in Burke Centre's 42nd Annual Festival celebration on September 7 & 8, 2019. Thousands of visitors attend the festival each year; it is one of the largest and most recognized events in the Northern Virginia area.

We offer all locally elected officials and candidates an opportunity to participate in our festival celebration through the hosting of an informational booth. An individual elected official booth space is 10 x 10 feet, and available for the entire weekend for a small donation of \$150. **New this year, we are offering 10' x 20' Political Party Booths**, for a donation of \$300.00. These booths will be limited to 3 candidates for National or State-wide elections (i.e. President/Vice President, Governor/Lt. Governor/Attorney General). If you are interested in participating, please find the attached application form for your review and use.

Additionally, our festival visitors have asked us to ensure that absolutely no elected official or their agent(s) conduct booth activities on any other part of the festival grounds and that campaign clothing be worn only in the booth, unless accompanying the candidate (see #6 or the application guidelines).

Please note that there is an expectation for all booths to be open during both days of the event. The Burke Centre Festival weekend is held outdoors, rain or shine. Festival visitors over the years have come to expect a wide variety of booths to be offered during both good and bad weather. If you are unable to participate both days of the festival, please contact us at your earliest convenience so that other arrangements may be made.

Once again, this year we will be providing free shuttle bus service, starting at 9:00 a.m. on Saturday and at 10:30 a.m. Sunday. A site map will be included with your set-up package that will be sent out shortly before the Festival weekend.

We look forward to seeing and working with you this year! Due to the high amount of interest in this event and limited space, we encourage you to apply soon if you wish to join us. If you have any questions, please do not hesitate to contact Nancy Sherman at (703-978-2938), e-mail: [nancys@burkecentre.org](mailto:nancys@burkecentre.org).

Sincerely,  
*The 2019 Festival Team*

Enclosures

2019 Burke Centre Festival  
**ELECTED OFFICIAL/CANDIDATE**  
**Booth Application**



Please return this form and donation to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702. Attn: Festival Team

**DUE ASAP; no later than July 15, 2019. Please Print Legibly!**

Name of Official/Candidate: \_\_\_\_\_  
Point of Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_  
Brief description of booth display/handouts (if any): \_\_\_\_\_

**\$150 Donation for each 10' x 10' booth space** (Limited to 1 candidate per booth)  
**\*\*\*\$300 for each 10' x 20' PARTY booth\*\*\***  
(Limited to 3 Candidates for State-wide & National Elections ONLY)

**PLEASE CHECK ALL THAT APPLY:** *Currently, I am an:*  
 Elected Official       Official Candidate for office in an upcoming election

**PUBLICITY RELEASE:** Please sign below to authorize the release of your business name, phone number, etc. to local news media representatives upon their request. Media representatives typically use this information to contact you for feature write-ups in local newspapers. **Please initial here if you do not wish this information released:**

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

VISA **or**  MASTER CARD (please check one) **TOTAL AMT CHARGED: \$** \_\_\_\_\_  
CARD NO: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ CVV# \_\_\_\_\_  
CARD HOLDER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

**What is a CVV number?** It is the security code found on the back side of your credit card following your account number. The CVV number is 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: \_\_\_\_\_

# GUIDELINES AND INSTRUCTIONS

**DATES:** Saturday & Sunday, September 7 & 9, 2019 (*Rain or Shine*)  
**HOURS:** Saturday, September 8, 9:30 a.m. – 5 p.m.  
Sunday, September 9, 11:00 a.m. – 5 p.m. (Set-up both days by 8:30 a.m.)  
**DEADLINE:** **ASAP, no later than July 15, 2019**  
**INQUIRIES:** **Festival Staff – (703) 978-2928 -- (Monday–Friday, 9:00 am–5:00 pm)**

**DONATION: \$150.00 for each 10' x 10' space (One Candidate per booth)**  
**\*\*\*\$300 for each PARTY Booth\*\*\***

(Limited to 3 Candidates for State-wide & National Elections ONLY)

**Note: No tables, chairs, canopies, tents or power provided**

**GUIDELINES: Please read closely - changes have been made since previous years.**

1. Set-up must be completed by 8:30 a.m. **All vehicles must exit the grounds by 9:00 a.m.**
2. **One** candidate/slate (President/Vice President; Governor/Lt. Governor) per booth. Campaign materials for **One** candidate/slate per booth. No more than **two** assistants are permitted in the booth at one time. **Booth assistants must communicate with festival visitors from within the parameters of the booth. Booth staff may not wear clothing supporting another candidates campaign.**
3. **No campaigning or distribution of campaign materials will be allowed outside of the immediate festival grounds (i.e., at shuttle bus stops, entrance corners, etc.).** Candidates or their representatives found to be operating outside the festival grounds will be asked to leave.
4. Literature may be distributed only from inside the boundaries of your booth space. **BUTTONS, STICKERS and BALLOONS (for the designated candidate only) may be displayed and/or handed out -- only from the applicant's assigned booth space.** Materials may not be displayed or distributed anywhere else on the Conservancy's Festival Grounds, to include the front/back entrances.
5. Candidate signs may be placed inside the booth area only. No signs may be displayed, distributed or carried as a poster/banner/etc. elsewhere on the festival grounds.
6. If the principal party (representative /candidate) wishes to mingle with the Festival visitors, please allow no more than **one** accompanying assistant to walk the grounds with him/her.
7. All representatives/candidates must participate in both days of the Festival, unless prior arrangements are made.
8. If your application is accepted, your space assignment will be sent to you, together with a map for entry to the grounds from the rear of the site. If your application is not accepted, a refund check for the donation will be issued.

## **APPLICATION INSTRUCTIONS:**

1. Fill out the application form, being sure to provide a contact name and phone number, and to sign below.
2. Make checks payable to Burke Centre Conservancy.
3. Mail completed application to: The Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015, Attn: Festival Team

**I have read and understand the above guidelines and will adhere to them as stated above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date