

2022 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 25, 2022. 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 10 & 11, 2022 (*Rain or Shine*)  
**HOURS:** Saturday, September 10, 9:30 a.m. – 5 p.m.  
Sunday, September 11, 10:00 a.m. – 5 p.m. (Set-up both days by 8:30 a.m.)  
**DEADLINE:** **ASAP, no later than July 25, 2022**  
**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 other candidates' campaign.**
3. **No campaigning or distribution of campaign materials is 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 my staff, volunteers and I will adhere to them as stated above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date