

City of Little Rock RCDC: World Fest 2015
GLOBAL VILLAGE RULES AND REGULATION

Please read the policies below and sign the liability waiver that follows the application. Thank you for your interest in WorldFest. Please contact the Racial and Cultural Diversity Commission at (501) 244-5483 if you have any questions. We look forward to receiving your application.

Global Village Exhibitors

1. The deadline for exhibitor applications is September 11, 2015. All applications submitted must include credit information or check to reserve a space at World Fest 2015.
2. All applications will be juried, chosen applicants will be mailed a notification on September 18, 2015, credit cards will be charged at that time, and check will be deposited.
3. Exhibitors will be emailed set-up details prior to the event. Further regulations regarding set-up and tear down will be provided in your final packet prior to the event and all vendors and exhibitors are expected to adhere to the policies provided without exception.
4. Cancellation of registration is permitted up to September 18, 2015, only half (1/2) of the \$50.00 deposit will be refunded. Any cancellation after September 11, 2015, WILL NOT result in any refund, full or partial.
5. A paid registration fee includes one (1) 10' x 10' booth, (1) 8' table, and two (2) chairs.
6. No political information will be allowed to be displayed or distributed at the festival; the City staff reserves the right to request any participant or attendee to remove items or to leave the festival area.
7. World Fest is a family friendly, youth oriented event; no vulgar images are permitted to be displayed or distributed.
8. The World Fest Committee reserves the right to accept or refuse application based on criteria.
9. The War Memorial Park has been secured for World Fest paying vendors only, no independent solicitation will be allowed at the festival.
10. WorldFest will take place regardless of weather, please dress accordingly.
11. Exhibitors should display educational/informational materials related to international themes, global issues, and or cultural ethnicity.



City of Little Rock Racial & Cultural Diversity Commission: World Fest 2015

War Memorial Park
5101 W. Markham St., Little Rock, AR 72201

Friday, September 25, 2015
9:00 a.m. - 2:00 p.m.

GLOBAL VILLAGE REGISTRATION BOOTH FORM

Please complete the following information for your booth

Exhibitor Name: _____

Contact/Owner's Name: _____

Address: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

How will you promote your involvement in World Fest?

EXHIBITOR Fees:

(Fees includes (1) table, (2) chairs

Non-profit Organization/ Education Booth (10x10) Space Only

Non Staffed Community Booth

\$25 _____

Required Deposit: \$50.00 (refundable) _____

TOTAL: \$ _____

Applications will be considered in the order received.

(over)

Date _____

Check# and Amount _____

Credit Card _____

Approved _____

Confirmed space

**City of Little Rock Racial & Cultural Diversity Commission: World Fest 2015
September 25, 2015**

GLOBAL VILLAGE VENDOR CONTRACT - PAGE 2

FOR GLOBAL VILLAGE EXHIBITORS

World Fest will select booth participants based on their ability to express the theme and spirit of the event. Selection *is* limited to organizations that are directly involved with diversity or cultural issues. Staff is required at all times during Global Village hours: 9:00 a.m. – 2:00 p.m. Closing exhibit early is strongly discouraged. In case of emergency, please notify Global Village Check-in table. No pets allowed.

FOR ALL VENDORS

Return all applications, forms and payment no later than September 11, 2015, to:
City of Little Rock RCDC: World Fest - (checks payable to)
500 Markham Street, Room 220W
Little Rock, AR 72201
Fax: (501) 244-5467

Questions?

Please contact the Racial and Cultural Diversity Commission at rcdcworldfest@littlerock.org
Erica Benedicto, Diversity Program Manager at: (501) 244-5464 or
Juanenna Williams, Administrative Assistant at: (501) 244-5483

GENERAL INFORMATION

Hours of operation: 9:00 a.m. to 2:00 p.m.
Location: War Memorial Park
5101 W. Markham St., Little Rock
Setup: 7:30 – 8:30 a.m.
Breakdown: No earlier than 2:00p.m.

WAIVER OF LIABILITY

In consideration for being permitted to participate in World Fest, I hereby waive, release and discharge any and all claims for damages for personal injury, death or property damage which may occur as a result of participation in this activity. This release is intended to discharge in advance the City of Little Rock, its officers and employees, sponsors, contractors, volunteers and agents from any liability arising out of, or connected in any way with, my participation in this activity, even though that liability may not rise out of the negligence or carelessness on the part of the persons or entities mentioned above. I agree for myself, and my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the persons and entities mentioned above and their respective elected and appointed officers, official agents and employees from any and all claims, demands, actions or suits arising out of or in connection with my participation in this activity.

I have read the “Waiver of Liability” and the vendor information included with this application form and agree to the terms and conditions as outlined for World Fest.

Signature _____ Date _____

Please remember the appearance of all vendor booths should be consistent with the theme of the festival.

City of Little Rock RCDC: World Fest 2015
NON- PROFIT/ EDUCATION SUPPLEMENTAL GLOBAL VILLAGE FORM

Non-Profit Supplemental

How will your booth presentation fit into the spirit and theme of WorldFest? Please be specific and give as much detail as possible.

Description of current program(s)

Educational Supplemental

Please give a full description of the focus of your booth including interactive activities, handouts, and displays

How does your mission fit with WorldFest's theme?

Description of your primary function/issues

Description of current program(s)
