



Birmingham Chinese Festival
Association (BCFA)
CHINESE NEW YEAR 2008
FESTIVAL AND PARADE
February 2nd, 2008
11:00 a.m. to 3:00 p.m.

INFORMATION FOR ORGANIZATIONS SEEKING DISPLAY TABLES OR TENTS

The BCFA is happy to inform organizations wishing to host a display table at our upcoming Chinese New Year Festival and Parade on February 2nd, that we will be providing space, and a table and up to 3 chairs free of charge to qualifying organizations. The following guidelines outline the requirements and conditions relating to participation in this event to be held at the BJCC:

1. A qualifying organization is any non-profit, non-political, organization wishing to educate or inform those attending the celebration.
2. Qualifying non-profit organizations may sell non-food or drink items during the festival provided the proceeds from the sale of these items goes directly to the organization. The organization hosting the sale of the items is responsible for any license, tax collection, etc. required. No donation to the BCFA will be required from non-profit organizations.
3. Any organization wishing to participate in this event should contact the display coordinator. The contact information is listed at the end of this document.
4. The BCFA will provide each organization with one, 96 inch x 30 inch table with folding chairs as needed (up to 3 chairs per table). If more chairs are needed, organizations are asked to provide any above 3 that are required. Each table will be provided with a red plastic tablecloth. Any additional decorations are the sole responsibility of the organization.
5. "For Profit" organizations are also welcome and encouraged to participate. No fee will be charged for the table and chairs provided as above, but "for profit" organizations or individuals will be asked to contribute 10% of their profit (not sales revenue) for items sold or services provided at the festival to the BCFA. Insurance and other companies merely having a display table introducing themselves

and their services, but not actually selling anything at the festival will not be expected to make a donation to the BCFA (although any donations are certainly welcomed!).

6. Tables will be available for decoration or display arrangement at 9:00 a.m. the morning of the event.
7. Each organization should make an attempt to make their display as colorful and interesting as resources allow.
8. Organizations are encouraged to have some sort of activity at their booth that will add interest and appeal to the festival. Children's games, demonstrations of crafts, giving away of small items with China/Chinese significance, etc.
9. All tables provided for display will be set up in an appropriate outside area as decided by the BCFA committee and assigned to organizations on a first come first served basis. Under no circumstances may organizations move their tables/displays to other locations.
10. Each organization must ensure that its display is properly managed during the celebration.
 - a. Tables or displays must be kept in a safe, neat and orderly condition.
 - b. The display must be in place the entire time of the festival, from 11:00 a.m. until 4:00 p.m.
 - c. Each organization must provide its own volunteers except those required to set up and take down the folding table and chairs.
 - d. Volunteers from displaying organizations are welcome to volunteer to assist in the general volunteer pool for the festival when they are not required at their display/exhibit.
11. All display or exhibits must be suitable for viewing by all ages of celebration participants.
12. The BCFA has the right to ask any organization to discontinue its display/exhibit anytime during the celebration the BCFA, as represented by any board member, deems the display/exhibit to be violating the spirit of the celebration, or causing a nuisance, safety hazard, etc.
13. The BCFA will have no responsibility whatsoever for loss, damage, injury, etc. The BCFA will ask each organization to sign a document accepting all responsibility for any liability relating to its display or actions of the organizations volunteers.
14. There is very limited availability of electricity both from the standpoint of outlets and amperage. It is not anticipated that any electric service will be available to displaying organizations. However, in the event spare electrical supply is available, it will be offered on a first come first served basis. The BCFA will maintain a list of organizations asking to be listed for electrical service if it is available. Please contact the display coordinator to have your organization listed.
15. Organizations are offered the option of renting a tent or awning at the BCFA's actual cost. It is estimated that a 10 ft. x 10 ft. tent will cost \$200 which includes both the set up and take down, taxes, etc.

16. In order to preserve the consistent appearance of the festival arrangements, organizations will not be allowed to provide their own tents or awnings.

For more information, please contact display coordinator: Dianna Lightfoot at 205-585-1993; email dll@physicianscenter.org

Birmingham Chinese Festival Association
2009 Chinese New Year Festival – Vending Booth Application

Company/Organization Name:

- Non-Profit:** \$ 50 per Table
- Profitable without Merchandise:** \$ 150 per Table
- Profitable with Merchandise:** \$ 250 per Table
- Friend of BCFA:** \$ 250+

Number of Tables: _____

Electricity: Y/N

Company/Organization Type:

Note:

Contact Person: _____

E-mail: _____

Phone: _____

Payment Type:

- Cash**
- Check**
- On-line (via Pay-Pal)** <http://www.bhmchinesefestival.org/>

Total Amount: _____

Signature

For further information, please contact:

Yih Tsao

tryyyy@hotmail.com

(205) 307-9193

Chris Howes

cdhowes@gmail.com

(205) 821-4743