



Asian American Celebration 2015
18th edition

Co-Chairs
Saima Haider
Suzana Mokaddem
Director
Emmanuel Eugenio, MD

Advisers:
Mr. Wilson Goh
Ms. Julie Laghi
Ms. Suwattana Sugg

Finance & Contracts:
Emmanuel Eugenio, MD
Suzana Mokaddem

Team Leaders:
Kate Lim
MinhChau Truong
Todd Munson, PhD
AASoCV & EDUCATION BOOTH

Nancy Wan
CELEBRITY CHEFS HOURS

Dhruva Mishra
CULTURAL & HANDS-ON BOOTH

Saima Haider
Durdana Khan
ENTERTAINMENT

Raquib Hassan
FOOD BOOTH

Mahmud Chowdhury
VENDORS MARKETPLACE

Julie Laghi
SPONSORSHIPS

Lin Goh
Kumiko Suzuki
V.I.P. BOOTH

Member Communities

Bangladeshi
Bhutanese
Cambodian
Chinese
Filipino
Indian
Indonesian
Japanese
Kazakhstani
Korean
Malaysian
Pakistani
Singaporean
Sri Lankan
Thai
Vietnamese

Celebration Highlights

Non-stop stage performances
Indoor parades
Food booths
Cultural showcases
Hands-on mini workshops
Corporate vendors
Mercantile vendors
Educational games
Visits by dignitaries
Special cultural presentations

Contact Information

www.aasocv.org
info@aasocv.org
804-245-4974

DEAR VENDOR,

We invite you to promote your business and presence among Asian Americans and among thousands of visitors at the **18th Asian American Celebration** on **May 2, 2015** at the Greater Richmond Convention Center. The Celebration is the region's premiere annual showcase of Asian cultures, a collaborative effort of sixteen (16) communities, in one of the best-attended events at the Greater Richmond Convention Center. With your support, we will feature elegant performances and many booths on food, cultural exhibits, hands-on workshops, and marketplace. The previous celebrations were attended by celebrity emcees, officials and diplomats.

We will be including your business in the event directory so that we can promote your business to our many visitors. We are confident that our partnership will be mutually beneficial.

Your business name: _____
Products & Services at the Celebration: _____

Contact Person: _____
E-Mail: _____ Phone #: _____

Address: _____

VENDOR RATES:

APPLICATION & PAYMENT SUBMISSION: Please write your cheque to AASoCV. Please mail cheque **and** this completed page to

Dr. Eugenio, 6043 Northfall Creek Pkwy, Mechanicsville, VA 23111.

not later than April 22, 2015.

Please retain a copy of this application for your files or for your business tax purposes.

For any question, please e-mail to dreugenio4kids@yahoo.com

ACKNOWLEDGEMENT OF ATTACHED PAGES 2 & 3:

I, _____ (your name) acknowledge that I have read pages 2 & 3, understood the vendor specifications and will abide with them.

_____ (your signature)

We will acknowledge your submission by e-mail if we receive your application **and** your payment.

WE THANK YOU FOR YOUR SUPPORT.



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VENDOR BOOTH APPLICATION, page # 2

BOOTH SPECIFICATIONS:

Corporate Vendor (\$ 500 per one booth space)

Booth Space: 8-foot by 8-foot corner booth (*two sides open to the public*)

Furnishings: one 6-foot by 2-foot table, and two chairs.

Booth borders: 3-foot-high pipe-and-drape partition on the sides and at the back.

All tables are covered with vinyl and draped on 3 sides with fabric skirt.

Mercantile Vendor (*Small Business Vendor*) (\$ 300 per one booth space)

Booth Space: 8-foot by 8-foot corner booth (*two sides open to the public*)

Furnishings: one 6-foot by 2-foot table, and two chairs.

Booth borders: 3-foot-high pipe-and-drape partition on the sides and at the back.

All tables are covered with vinyl and draped on 3 sides with fabric skirt.

Food Vendor (\$450 per one booth space)

Booth Space: 10-foot across x 12-foot deep

Furnishings: one 8-foot by 2-foot table; two 6-foot by 2-foot tables, and two (2) chairs.

Booth borders: 8-foot-high high pipe-and-drape partition on the sides and at the back.

All tables are covered with vinyl and draped on 3 sides with fabric skirt.

However, please cover all tables with aluminum foil.

So, please bring 2 rolls of aluminum foil.

Food Preparation Area: one 6-foot by 2-foot table provided behind the booth.

Food Booth Electrical Outlet Charge (\$80 per outlet, maximum of 2 outlets)

Only one device or appliance will be plugged into one outlet.

Only 110-volt outlets will be used. So, please use only devices which will use 110 volts only.

Auto Vendor (\$500.00 per one display space)

Auto vendor space will have *no* tables, chairs nor piped draping.

Auto will be displayed to the left of the stage.



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VENDOR BOOTH APPLICATION, page # 3

Rules: VENDORS MUST READ AND UNDERSTAND THESE REGULATIONS BEFORE COMPLETING THE CONTRACT!

- 1, It is the vendor's responsibility to comply with all applicable federal, state and local laws, ordinances and regulations.
- 2, It will be the responsibility of each vendor to follow all applicable sales tax rules and regulations.
- 3, Food vendors will comply with all local, state and federal laws on health requirements for food preparation, handling and selling.
- 4, Vendors will comply with all restrictions imposed upon AASoCV, (*such as Fire and Circulation Requirements*), by the Greater Richmond Convention Center. All displays and products will be displayed within the limits of the booth only. If you would need more space than the specified space, please reserve and pay for another booth space.
- 5, AASoCV will be the sole designator of the booth space that will be allotted to each approved vendor.
- 6, Displays or goods that are deemed racially, politically, or otherwise offensive CANNOT be displayed. The AASoCV will be the sole arbiter of what is deemed inappropriate for display, and sale. Vendors agree to abide by AASoCV's decision. Display of national or country flag in any form will NOT be allowed.
- 7, Food vendors will provide a portable FIRE EXTINGUISHER in their booth, Sentry 2A:10B:C (*model S-9873, 5 lbs capacity*) if any electrical outlet or flame/fire is used. Sentry 2A:K (*model S-15617, 6 liters capacity*) if any oil, fat, grease and the like is used for cooking.
The fire extinguisher must be operational and must pass any on-site inspection by the Richmond Fire Marshall. Food vendors are encouraged to contact the Fire Marshall's office for more information (804 646 0617).
The designated AAC 2015 Food Booth Team Leader will shut down a booth which cannot show the presence of the appropriate fire extinguisher.
- 8, Food vendors will specify their power and appliance requirements by **APRIL 22, 2015**. In addition to the basic booth rental fee of \$ 450, AASoCV will charge each food vendor, at cost, the expense of providing electrical hook ups at the booth (\$80 per outlet, maximum of 2 outlets). Only one (1) appliance or device will be plugged into one (1) outlet.
Only 110 device or appliance will be allowed.
Electrical outlet charge will be the same and applicable to CORPORATE or MERCANTILE VENDORS.
- 9, Automobiles must have no more than one gallon of gasoline in each vehicle. Batteries must be disconnected once they are setup on the convention center floor to the left of the stage.
- 10, Completion, submission and payment of the booth fee do not guarantee allotment of a booth. Acceptance of booth application will be confirmed by e-mail. Booth location will be indicated at the set up time. Set-up time will be on **MAY 1, 2015 (Friday) from 4 PM to 8 PM only**. Items which will be left overnight will be the sole responsibility of the vendor. Additional set-up time will be on **May 2, 2015 (Saturday event day) from 9 AM to 10:30 AM only**. The Celebration will start promptly at 11 AM on May 2nd.
- 11, By completing and submitting this form, the applicant agrees to abide by the rules written herewith, and any and all rules that AASoCV may deem necessary to conduct a lawful, safe and successful event.
- 12, AASoCV in no way endorses the vendors, products offered by the vendors or provide any warranty implicit or otherwise. AASoCV will not be held liable by the vendors for any reason.