

SterlingFest

SPONSOR REGISTRATION FORM

OCTOBER 12, 2024 • 11am - 5pm

SPONSORSHIP PACKAGE

- Diamond Sponsor • \$2500
- Gold Sponsor • \$1000
- Silver Sponsor • \$500
- Bronze Sponsor • \$300
- Table Sponsor • \$100

SUBMIT PAYMENT ONLINE AT
www.sterlingfoundation.org/sponsorship

OR

MAKE CHECK PAYABLE TO
SterlingFest

MAIL FORM & APPLICATION TO
SterlingFest
PO Box 1036
Sterling, VA 20167

Name to appear on program: _____

Contact Name: _____

Home Phone: _____ Office: _____ Cell: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Twitter: _____

Website: _____ Instagram: _____

Description of business/organization: _____

PAYMENT METHOD:

- Check endorsed, payable to SterlingFest
- PayPal
- Invoice requested

PLEASE SUBMIT YOUR LOGO TO
Sponsorship@SterlingFest.org

Please ensure your image is high resolution,
in color, and preferably on a transparent
background. Preferred file types:
PNG, PSD, TIFF, AI



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STERLINGFEST SPONSORSHIP RULES

All sponsors must agree to abide by the following rules:

- 1) Payment must accompany your application to be seriously considered for our event.
- 2) Application will be accepted thru September 1st. After that date, applications will be subject to a late fee of \$30. Late applications may not receive total number of listed social media posts.
- 3) No refunds will be given after September 15th. Additionally, no refunds will be given after the publications of promised advertising, either on the Sterling Foundation website or its social media accounts.
- 4) Returned checks incur a \$30 fee.
- 5) This is an outdoor event and will be held rain or shine, so plan accordingly.
- 6) Timing of social media publication will be at the sole discretion of the Sterling Foundation. Posts may be made in conjunction with the mention of additional sponsors. If you wish to be tagged in social media posts, please be certain to include links to your various accounts.
- 7) Logos used for promotional purposes must be delivered via email to Sterling@SterlingFoundation.org within one week of application approval, in order to expedite promised advertising goals. Please provide logos in as high a resolution as possible, preferably with transparent background. Preferred file types are PNG, PSD, TIFF, or AI. JPEG is alright, but not preferred, as it heavily compresses the quality of your logo.

IF your sponsorship package includes complimentary vendor space:

- 8) All confirmation notices of assigned vendor spaces will be delivered by September 15th.
- 9) Spaces are 10'x10' (unless otherwise noted in your sponsorship package), are limited, and will be assigned by SterlingFest staff.
- 10) There is no access to electricity. Generators are only permitted in certain areas and must have prior approval.



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STERLINGFEST VENDOR RULES

- 11) Vendors are required to provide tables, chairs (unless otherwise noted in your sponsorship package), and canopies, with adequate weights to secure canopies.
- 12) Vendors/Sponsors must maintain adequate staff at the booth during the entire show.
- 13) Vendors/Sponsors must conduct all business within their assigned space.
- 14) Vendors/Sponsors conducting sales are responsible for collecting Virginia sales tax and use taxes on all transactions.
- 15) Food vendors are required to have all necessary permits and health inspections.
- 16) No shows, late arrivals, and those who leave early will not be invited back.
- 17) Participation is at your own risk and you acknowledge that the Sterling Foundation will not be held liable or responsible for any loss, injury, or incident.
- 18) All vendors and sponsors must agree to abide by these rules, respect decisions made by the SterlingFest & Sterling Foundation staff, and heed instructions given on the day of the event. These rules may be amended in future; vendors and sponsors will be notified in writing of any amendments.

These rules are to ensure a safe and enjoyable event for all!

By signing below, I signify that I have read and fully understand these rules and agree to be bound by them, on behalf of my business/organization.

Signature: _____

Printed Name: _____

Business: _____ Date: _____