



DATE: Summer 2011  
TO: Community Partners/Imagine Festival Participants  
FROM: City of Richmond Hispanic Liaison Office  
RE: Imagine Festival 2011

The City of Richmond and other critical community partners would like to invite your non-profit organization to participate in a family and community festival entitled "**Imagine Festival 2011**" on **Saturday, October 8, 2011 from 12:00 noon to 5:00 p.m.** The event will be held at **Broad Rock Park**, which is located at 4802 Warwick Road. The Imagine Festival 2011 was previously one of the prevention initiatives under Richmond's Gang Reduction and Intervention Program (GRIP), and for the fourth year, it will be funded by the City of Richmond.

The purpose of the event is to showcase community resources and services, provide an opportunity for families to interact with service staff and gain an understanding of how to access and benefit from the services they offer. The event will bring families together for a cultural exchange of the many ethnic groups that make up this great community.

We are planning an exciting event that will include the dissemination of program information, cultural music and dance performances, sports and games and other fun activities for the entire family. Your non-profit organization will make a great impact on the success of this event. **The first 50 non-profits, faith based groups, businesses, and arts and craft vendors to register will be provided a table at no charge.**

Please see the registration form attached for details.

I hope that you will consider this opportunity to contribute to bring together this community and showcase its resources. Please complete the attached booth registration form so that we may reserve a space and table for your organization at the Imagine Festival 2011 on Saturday, October 8, 2011. **Please fax the completed form to 646-8872 or e-mail [AskHispanicLiaisonOffice@Richmondgov.com](mailto:AskHispanicLiaisonOffice@Richmondgov.com) no later than Monday, September 26, 2011.**

This event will be held rain or shine. You may contact me our office at 646-0145 or [AskHispanicLiaisonOffice@Richmondgov.com](mailto:AskHispanicLiaisonOffice@Richmondgov.com) should you have questions concerning the event. Again, it would be an honor to have your non-profit organization involved in this event and I look forward to hearing from you soon.

Tanya Gonzalez  
Manager  
City of Richmond Hispanic Liaison Office  
Attachment

# IMAGINE FESTIVAL 2011

**Broad Rock Park**

**Saturday, October 8, 2010**

**12:00 noon to 5:00 p.m.**

## **Registration form and regulations for exhibitors and arts and crafts vendors**

Please complete the registration form below. Include all relative information about the display/booth you are setting up at Imagine Festival 2011.

### REQUIREMENTS

**The first 50 non-profits, faith-based groups, businesses, and arts and craft vendors to register will be provided a table at no charge.** Each organization will receive one table and plastic tablecloth only as part of their booth. However, organizations are responsible for providing additional tables if needed, pop-up tents, supplies, etc. **Please bring your own chairs! You may bring your own pop-up tent also.**

### SET UP AND CLEAN UP

Booths should be set up by 11:00 a.m. the day of the event (October 8, 2011) at Broad Rock Park, located at 4802 Warwick Road. Activities are scheduled to last from noon to 5:00 p.m., rain or shine. While some assistance may be available to you in setting up your booth, in general, participants must have the personnel necessary to unload, setup, and breakdown their own spaces. Please arrive early as the parking lot fills up fast!

### DUE DATE

Registration form is due no later than close of business on **Monday, September 26, 2011.** Please return completed form to City of Richmond Hispanic Liaison Office, 4100 Hull Street Road, Richmond, VA 23224 or fax to (804) 646-8872. Direct any questions you may have to 646-0145 or [AskHispanicLiaisonOffice@Richmondgov.com](mailto:AskHispanicLiaisonOffice@Richmondgov.com).

### ARTS & CRAFTS VENDORS

We welcome diverse arts and craft vendors to the Imagine Festival, and look to highlight and expand this area every year. Please note that you are responsible for reporting any required sales tax to the State or City of Richmond. These participants will be in a separate area, specifically for arts and crafts.

### INTERPRETERS

Please note that the attendees at the Imagine Festival are diverse, and we encourage you to bring materials in both English and Spanish, as well as any bilingual staff that you have available. If you don't have bilingual staff, please let us know when you submit your registration form and we will make every effort to secure a volunteer interpreter for you; however, this will be based on volunteer availability and on a first come, first served basis.



**Festival Imagine 2011  
Broad Rock Park  
El sábado, 8 de octubre, 2011  
12:00 mediodía hasta las 5:00 p.m.**

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Nombre de la organización:

\_\_\_\_\_

Dirección:

\_\_\_\_\_

Ciudad: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Contacto: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Fax: \_\_\_\_\_

Teléfono celular: \_\_\_\_\_ Correo Electrónico: \_\_\_\_\_

**Por favor, describa su exhibición, e incluya información sobre su organización, lo que la exhibición incluirá, la cantidad de espacio necesario, etc. También si tiene necesidades especiales, como acceso a electricidad. Por favor, adjunta cualquier información que desea compartir. Gracias.**

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La asignación de su área de exhibición se confirmará después de recibir de esta forma. El hecho de entregar esta forma no le asegura un espacio para su organización y es a la discreción de los organizadores.

Entregue la forma completada a Fax: 646-8872

Correo Electrónico: [AskHispanicLiaisonOffice@Richmondgov.com](mailto:AskHispanicLiaisonOffice@Richmondgov.com)