



To Whom It May Concern:

RE: An Invitation to Sponsor, Exhibit, and Advertise

Greater Mr. Nebo (GMN), A.M.E. Church in conjunction with the Richard Allen Development Corporation cordially invites you to participate in our upcoming Pan African Festival at Greater Mt. Nebo located at 1001 Old Mitchellville Road, Bowie, MD on May 15, 2010 from 10:00am until 6:00pm. We are expecting an audience of at least 5000 or more friends and family from a variety of places throughout the Washington, DC-Baltimore metropolitan areas and beyond. Your participation in the festival can also assist in meeting your goals of reaching out and touching a great community since GMN is a believer in touching and changing lives not just for one day, but for a lifetime.

The festival is FREE to attendees. Our past festivals attracted over 5,000 participants and numerous sponsors, exhibitors, and advertisers. The vision and purpose of the Pan African Festival is to unite families and heighten the awareness of issues that affect people of African ancestry. The Festival bridges and connects with the family traditions of unity within the African community in Prince George's County, Maryland. The Festival focuses on education, health and entertainment available to the local and international communities. An expanded venue of these areas plus new items will be featured at our May 2010 festival.

You can be a part of this exciting festival and gain visibility among festival attendees in several ways:

Sponsorships will allow your company to gain recognition as a Pan Africa Festival supporter. Sponsors receive recognition at all pre-festival media events, company logo on all festival promotional materials and on the festival website and more! A listing of specific sponsorship opportunities, ranging from \$1000 - \$5000 is enclosed for your perusal.

As an Exhibitor, you will have an opportunity to discuss your products and services with potential customers. Opportunities for exhibitors will be available, on a first-come, first-serve basis and will entitle you to a free listing in the festival journal (if received by April 15, 2010), and more! The fee for non - food vendors and exhibitors is \$150 for one space (10' wide x 16' deep) without electrical hook-up; the fee for food vendors is \$250 for one space (10' wide x 16'deep) without electrical hookup. Please see the enclosed exhibitor registration form for more information.

Advertising in the festival networking journal offers another opportunity to promote your company's products and services year round when used to review notes or seek additional resources. More information is available on the enclosed Advertiser Form.

We hope that you will find that participation in the Pan African Festival to be a worthwhile investment. For further information, please contact The Richard Allen Community Development Corporation at (301) 322-6555, via facsimile at (301) 322-6414, via email at panafricanfestivalgmn@yahoo.com, or **emergency cell phone number: KC Ford at (240) 401-9491**. We look forward to hearing from you by April 15, 2010.

Peace, Love, and Blessings,

KC Ford
KC Ford
Event Coordinator
8th Pan African Festival

For details on festival sessions, speakers and more, please visit our website:
<http://www.panafricanfestival.net>



May 15, 2010
Greater Mt. Nebo, Bowie, MD

SPONSORSHIP REGISTRATION FORM

My company would like to sponsor

- Corporate Friendship \$10,000
Table for ten (10) at the Pan African Jazz Brunch. Sponsor identification in all pre- and post-festival media ads (radio and print) and promotional materials, back cover ad in souvenir journal, company logo on Pan African Festival website, an exhibitor table, name and logo on welcome banner. Deadline: April 17, 2010
- Media Spots \$5,500
Sponsor identification in all pre- and post-festival media ads (radio and print) and promotional materials, inside front cover ad in souvenir journal, company logo on festival website, exhibitor table, and four (3) complimentary tickets to the Pan African Jazz Brunch. Deadline: April 17, 2010
- Platinum (per event) \$7,500
Sponsor identification in all print media ads and promotional materials for event being sponsored. Company logo on festival website, full- page ad in Souvenir Journal, exhibitor table, and four (4) complimentary tickets to the Pan African Jazz Brunch.
- Pony Rides, - Moon Bounce, - Children's Arts and Crafts, - Covered Stage, - Banner / Signs, - Porta Potties, - Golf Carts, - Generators, - Tents, - Volunteer's Breakfast, - Volunteer's Lunch, - Volunteer's Snacks, -Volunteer's T-shirts. Deadline: April 17, 2010
- Gold \$3500
Sponsor identification in all pre-festival print media ads and promotional materials. Company logo on festival website, ½ page ad in Souvenir Journal, exhibitor table and two (2) complimentary tickets to the Pan African Jazz Brunch. Deadline: April 17, 2010
- Silver \$1500
Sponsor identification in all printed promotional materials, exhibitor table, exhibitor table and two (2) complimentary tickets to the Pan African Jazz Brunch. Deadline: April 17, 2010

For details on festival sessions, speakers and more, please visit our website:
<http://www.panafricanfestival.net>



Pan African Festival – May 15, 2010

SPONSORSHIP REGISTRATION FORM (Corporate Sponsors – please provide up to 10 names on a separate sheet of paper)

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Company Name _____

Address _____

City/State/Zip _____

Contact Person _____

Phone _____ Fax _____

Email _____ Website _____

Sponsorship Level _____

1. _____ 2. _____
Name for complimentary registration Name for complimentary registration

3. _____ 4. _____
(Media Sponsors) (Platinum Sponsors Only)

Please provide company description in 35 words or less

* * *

Payment Information: <http://www.panafricanfestival.eventbrite.com>

Check Enclosed (Make Payable to Richard Allen CDC, Inc., 1300 Mercantile Lane, Suite 100-M, Largo, MD 20774. (Please write on the memo line: 8th Pan African Festival). Completed Sponsor Application Form, along with a check for the total amount due must be postmarked by Saturday, April 17, 2010

For details on festival sessions, speakers and more, please visit our website:
<http://www.panafricanfestival.net>



VENDOR'S and EXHIBITOR'S GUIDELINES:

As a courtesy to our vendors and exhibitors, we will not have more than 4 vendors and exhibitors with the same category of merchandise.

FREE listing in the Souvenir Journal if your application is received by Saturday March 27, 2010.

1) The 8th Pan African Festival endeavors to present a true Pan African cultural event. Accordingly, we request you to maintain the integrity and theme in the items offered. The Festival reserves the right to remove vendors or exhibitors who fall outside of these guidelines. Please be specific with the description of items or service you will provide as requested on the attached application form. This information will help us make the most advantageous space assignment for you. Each vendor must have insurance liability.

2) Arrival: Merchandise vendors or exhibitors may arrive as early as 8:00 a.m. and **MUST** be set up by 9:30a.m. Food vendors must arrive by 8:00 a.m. and must be set up with your food permit for the appropriate inspection before 9:00 a.m. If you miss the inspection, you may not be allowed to participate. Additionally, a copy of all food vendor licenses/permits must be received one week prior to the event and visible at all times during the festival. **Absolutely NO Exceptions!**

3) Set-up: Please come self-contained with no more than 1-2 tables and 1-2 chairs, and provide your own table coverings. DO NOT include tapes or other sound/music as part of your set-up since it may be disturbing to other vendors or exhibitors and clashes with our entertainment.

4) Registration/Fee: Non-food vendors and exhibitors is **\$150.00** for one space (10' wide x 16' deep) without electrical hook-up; food vendors are **\$250.00** for one space (10' wide x 16' deep) without electrical hookup.

5) Application: Vendors and Exhibitors must complete and return the Vendor's or Exhibitor's Application as soon as possible, but no later than Saturday April 17, 2010. Spaces will be reserved on a first-come, first served basis. Act now, and reserve your space. Please print your name/company as you desire it to be printed on your badge. **NO REFUNDS** will be given except to vendors or exhibitors who we cannot place. You will receive your credentials upon your arrival.

Make checks payable to Richard Allen CDC, Inc. (please write on the memo line: 8th Pan African Festival) and mail it with your completed application to: Richard Allen CDC, Inc. Attn: 8th Pan African Festival, 1300 Mercantile Lane, Suite 100-M, Largo, MD 20774.

Thank you for your interest in the 8th Pan African Festival. As evidenced by our previous years' festivals, we are expecting over 5,000+ attendees this year. Together, let's make it a great weekend for everyone! Should you have any questions –Contact: The Richard Allen Community Development Corporation, via telephone at (301) 322-6555; via facsimile at (301) 322-6414; via email at panafricanfestivalgmn@yahoo.com . **Emergency cell phone number: KC Ford at (240) 401-9491.**

For details on festival sessions, speakers and more, please visit our website:
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8th Pan African Festival: From Antiquity to Global Unity

Vendor or Exhibitor Application Form

FREE listing in the Souvenir Journal if your application is received by Saturday March 27, 2010.

Please complete the following and return no later than Friday April 16, 2010.

Vendor

Exhibitor

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Website Address: _____

Number of Spaces Desired (vendors or exhibitors must come self-contained): _____

No Electrical Service will be provided.

Total Due (Refer to contract): _____

***Description of item(s) being sold: The PAF Committee reserves the right to remove items deemed inappropriate. You will be contacted once your application has been approved.**

Vendors or Exhibitors should return this form along with a check made payable to:
Richard Allen CDC, Inc., 1300 Mercantile Lane, Suite 100-M, Largo, MD 20774. (Please
write on the memo line: 7th Pan African Festival.). Completed Vendor Application Form,
along with a check for the total amount due must be postmarked by Friday April 17, 2010.

***Note: As a courtesy to our vendors and exhibitors, we will not have more than 4 vendors and exhibitors with the same category of merchandise.**

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May 15, 2010
 Pan African Festival
 Greater Mt. Nebo, Bowie, MD

ADVERTISER FORM

Ad Size (Please select one)	Format (Please select one)	Media (Please select one)
<input type="checkbox"/> Full Page (4.5x7.5) - \$100	<input type="checkbox"/> PDF	<input type="checkbox"/> CD/DVD
<input type="checkbox"/> 1/2-Page (horizontal - 4.5x3.5) - \$50	<input type="checkbox"/> JPEG	<input type="checkbox"/> 3.5 disc
<input type="checkbox"/> Business Card (3.5x2) - \$25	<input type="checkbox"/> Camera Ready	<input type="checkbox"/> email attachment to be sent

Artwork

All artwork must be in grayscale or black and white in one of the following formats: PDF, JPG, EPS or camera ready. The deadline for ads is April 17, 2008. Please use this form to mail your artwork and payment or you may make your payment safe and secure online.

We hope that you will participate in what promises to be an enlightening and worthwhile event for all attendees. Richard Allen Community Development Corporation reserves the right to refuse any applicant for advertising space whose services or products detract from the general character of the festival.

Company Name _____

Address _____

City/State/Zip _____

Contact Person _____

Phone _____ Fax _____

Email _____ Website _____

* * *

Payment Information: <http://www.panafricanfestival.eventbrite.com>

- Check Enclosed (Make Payable to): Richard Allen CDC, Inc., 1300 Mercantile Lane, Suite 100-M, Largo, MD 20774. (Please write on the memo line: 7th Pan African Festival). Completed Advertiser Form, along with a check for the total amount due must be postmarked by Friday April 17, 2010.

I understand that advertising in the festival Networking Journal does not constitute endorsement of my company's products or services by Richard Allen CDC, Inc.

For details on festival sessions, speakers and more, please visit our website:
<http://www.panafricanfestival.net>



Directions

Greater Mt. Nebo African Methodist Episcopal (AME) Church

1001 Old Mitchellville Road (or 1001 Mt. Nebo Way)

Bowie, MD 20716 Office: (301) 249-7545

From Beltway:

Capital Beltway I-495 S/I-95 S

Exit 19A Route 50 East toward Annapolis, MD (approx. 8 miles)

Exit 13A Route 301 South toward Richmond, VA (approx. 5 miles)

Left on Old Central Avenue

Left on Route 301 North (approx. ½ mile)

Right on Mt. Nebo Way [formerly Pennsbury Drive]

Right at the stop sign; left to the church

From Central Avenue:

Central Avenue East

Merge unto Route 301 South

Cross over Route 301 South to Old Central Avenue

Left on Route 301 North (approx. ½ mile)

Right on Mt. Nebo Way [formerly Pennsbury Drive]

Right at the stop sign; left to the church

From Pennsylvania Avenue:

Pennsylvania Avenue

Merge unto Route 301 North (approx. 7 miles)

Right on Mt. Nebo Way [formerly Pennsbury Drive]

Right at the stop sign; left to the church

From Washington, D.C.:

Route 50 East toward Annapolis, MD

Exit 13A Route 301 South toward Richmond, VA (approx. 5 miles)

Left on Old Central Avenue

Left on Route 301 North (approx. ½ mile)

Right on Mt. Nebo Way [formerly Pennsbury Drive]

Right at the stop sign; left to the church

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