



Dear Friend of Fort Monroe,

Planning is well underway for this year's Independence Day Celebration here at Fort Monroe. Attendance at Fort Monroe Independence Day celebrations in previous years exceeded 20,000 visitors. This year the Fort Monroe Authority is partnering with VA250 Commission, Fort Monroe National Monument, and Hampton250 to produce the official Commonwealth of Virginia 4<sup>th</sup> of July Celebration.

A day of activity all over Fort Monroe will lead up to a full afternoon and evening of activities and entertainment. A variety of exhibits, vendors, food, and even a beer garden will celebrate all things Virginia, and an original stage production, "A Call to Action for Youth of Virginia" will set the stage for a spectacular one-of-a-kind drone and fireworks show by Pyrotechnico, launched from the waterfront of Fort Monroe.

We are looking for exhibitors interested in promoting their organization and providing an activity for visitors to enjoy and wish to invite you to come and be a part of this historic event at historic Fort Monroe!! This event will take place on Friday, July 4, 2025. The festivities will begin at 3:00pm. The mainstage production is scheduled to begin at 7:00pm followed at 9:15pm by the drone and fireworks show. There is no fee to participate as a non-profit exhibitor in this event. All we ask is that you provide a free, family friendly activity throughout the event. We are planning to provide you with a 10x10 booth space, a table and two chairs for this event.

If you are interested in participating in this year's celebration, please fill out the application included with this letter and return it to me between now and Friday, June 6, 2025. You may email, mail, fax, complete an online application (follow the QR code/link below), or hand deliver your completed application. If you have any questions or need further information please do not hesitate to contact me directly. Thank you in advance for your time, and we look forward to working with you to make this year's Independence Day celebration a great event for everyone!

Sincerely,

April Receveur  
Special Events Manager  
Fort Monroe Authority



April Receveur  
Fort Monroe Authority  
20 Ingalls Road  
Fort Monroe, VA 23651

757-251-2741 phone  
757-637-7776 fax  
areceveur@fortmonroe.org

Participation Guidelines:

- The exhibitor area is open from 3:00 pm to 8:30 p.m.
- Your organization will be provided a free 10' x 10' space with one 6' table and two chairs. You may bring a 10'x10' pop-up tent. Tents cannot be staked into the ground. Only use weight barrels or sand bags to secure your tent.
- There is no electricity available at your booth space. You may want to bring a battery powered light or lantern as sundown is scheduled for 8:30 p.m. on July 4<sup>th</sup>.
- You must provide a free, theme-related hands-on activity, game or give-away item in order to participate (i.e. make-n-take craft, coloring sheet, three-legged race, sack race, American flags, fireworks glasses).
- Activities and promotional materials must be appropriate for a family-oriented event.
- Set-up and Breakdown: Vehicles **are not** permitted in the event area! Parking is adjacent to the event area, however some walking is required. You must be set up by 2:30 p.m. You will be allowed to breakdown and hand carry your equipment out of the area after 8:30 p.m.
- The exhibitor shall not have the authority to bind the FMA to any contract or agreement, nor shall exhibitor represent to any person that it is the agent or representative of the FMA.
- You will receive event details and parking information prior to the event.

Name of Organization/University/Non-profit/Museum/etc.:

Contact Name:

Address:

E-mail Address:

Daytime Phone Number:

Select the category that best fits your organization: (VA Outdoors, VA Health and Wellness, VA Arts and Crafts, VA Craft Brew, VA History and Museums, VA Community Partners (civic organizations), VA Universities, Other)

Description of Proposed Activity:

Description of Booth:

I understand and accept the guidelines for participating as an exhibitor at the 4<sup>th</sup> of July Celebration on Fort Monroe on Friday, July 4<sup>th</sup>, 2025, at Fort Monroe.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Participation Agreement Form**

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