

*Step Up for Health Collaborative*

HBCU Wellness Project (Fisk) ♦ Metro Health Department ♦ Metro Parks ♦ NSSA

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February 18, 2008

Re: Health Fair at 3<sup>rd</sup> Annual Music City Step Fest – Saturday, March 29, 2008

Greetings,

In collaboration with the Metropolitan Health Department, Metropolitan Parks and Recreation, and the Fisk University HBCU Wellness Project, the *National Step Show Alliance* would like to cordially invite you to join us as a vendor/exhibitor at the **2008 Music City Step Fest & Health Fair**, on Saturday, March 29, 2008 at the Belmont Curb Event Center's Maddox Atrium, 2002 Belmont Boulevard, Nashville, Tennessee. The youth step show now in its 3<sup>rd</sup> year will take place in conjunction with the health fair. The health fair will run from 3:00pm to 5:00pm and the youth step show will begin immediately thereafter (5:30) in the Curb Event Center.

- The 2008 Music City Step Fest will draw a projected **1,000 adults and children from across Middle Tennessee.**
- The 2008 Music City Step Fest is slated to be one of Nashville's **high profile media events** of the year, with coverage by television, radio, and print media outlets.
- The Music City Step Show is an **effective way to promote your business/agency** to hundreds of targeted consumers.
- Vendors are expected to provide educational information related to health and wellness, fitness, sports, and recreation, and education.

In lieu of the vendor fee we are asking that you donate a gift or gift card valued at \$25-\$50 to be given away as door prizes. All vendors will receive two (2) complimentary tickets to the step show. Space for the event is limited, so please make sure you complete and return the attached application. To insure you will be included, please fax or mail the enclosed reservation form no later than March 20, 2008. If you have any questions, please contact me at: [jwalker@fisk.edu](mailto:jwalker@fisk.edu) or (615) 498-6578.

Sincerely,

*Jamila*

Jamila J Walker  
Community Outreach Worker  
*Fisk University HBCU Wellness Project*

**2008 Music City Step Fest Health Fair  
Vendor Application**

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Agency/Company Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Web Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Web Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**IMPORTANT:** Exhibitor space is only available to organizations that have submitted the appropriate application, and are in keeping with the health & wellness theme. Each vendor will get a ten (10) foot table. Electricity will be provided upon request. Please contact Jamila J Walker @ (615) 498-6578 for specific needs. All booths must be staffed during the entire time of the Health Fair.

**We agree to the donation of a gift (or gift certificate) valued at \$25.00 - \$50.00 or more. We agree to all terms as stated as above.**

Please describe the nature of your organization and what you plan to exhibit at the fair:

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**Upon acceptance of The 2008 Music City Step Fest (MCSF) Vendor Application, your space will be reserved. The MCSF Health Fair hours are from 3:00pm to 5:00pm, and the Youth Step Show is from 5:30 pm to 8:30pm.**

- Parking is available in the Curb Event Center parking lot. Unloading and set-up is between 12:30 p.m. and 2:30 p.m. Exhibitors after 2:15 p.m. will not be allowed to participate.
- Exhibitors are responsible for clean up of provided booth after the event. Any remaining materials must be taken or removed at the end of the Health Fair.

**The deadline for receiving applications is March 20, 2008.** A contract will be sent upon receipt of this form. Please fax this form to the attention of Jamila J Walker @ (615) 329-1246 or mail to:

National Step Show Alliance  
Attn: Jamila J Walker  
5543 Edmondson Pike, # 99 ♦ Nashville, TN 37211