



ASSEMBLY MEMBER
Phil Ting
DISTRICT 19



Dear Friend:

We are excited to announce that we will hold an Autumn Moon Festival in the Richmond District on Saturday, **September 23, 2017**, on Clement Street between 6th and 8th Avenues, from **10:00am to 3:00pm**. This event is generously co-hosted by our community partners at the **Clement Street Merchants Association** and **Community Youth Center**, along with our fiscal sponsor, the **Richmond District Neighborhood Center**. We warmly invite your support of and participation at this event.

Autumn Moon Festival celebrations have been held throughout Asia for well over 1,000 years. Often considered a “Chinese Thanksgiving”, this holiday is a time to reflect upon the bounty of the summer harvest, the fullness of the moon, and the myth of the immortal moon Goddess, Chang-O. The Autumn Moon Festival will be a family-friendly event providing a taste of the cultural diversity and rich history of the Chinese American experience of the Richmond District.

Here's how you can support the Richmond District and participate in the Festival:

- **Be a Sponsor**
- **Rent an Exhibit Space**
- **Make a Donation**
- **Volunteer**

Enclosed you will find information on sponsorships, exhibit space, and registration. Thank you for supporting the Autumn Moon Festival! For questions and additional information, contact:

- **Angelina Yu**, Office of Supervisor Sandra Lee Fewer, at (415) 554-7411 or Angelina.Yu@sfgov.org
- **Naomi Hui**, Richmond District Neighborhood Center, at (415) 751-6600 x203, or naomi@rdnc.org.
- **Cynthia Huie**, Clement Street Merchants Association, at (415) 672-4530, or cynthiahuie@gmail.com
- **Amiee Alden**, Deputy District Director, Office of Assemblymember Phil Ting, at (415) 557-2312 or Amiee.Alden@asm.ca.gov

Sincerely,

PHIL TING
Assemblymember, 19th District

SANDRA LEE FEWER
District One Supervisor

BE A SPONSOR

Title Sponsor - \$5,000

- Designation as a Title Sponsor
- Featured position in all promotion, advertising and print materials (Deadline August 1)
- Name on all publicity materials including press releases and media announcements
- One exhibit space and exhibit location of your choice
- Your banner on/near the main stage (optional)
- Recognition from the main stage

Gold Sponsor - \$3,000

- Designation as a Gold Sponsor
- Name on all publicity materials including press releases and media announcements
- One exhibit space and location of your choice
- Recognition from the main stage

Silver Sponsor - \$2,000

- Designation as a Silver Sponsor
- Name on all publicity materials including press releases and media announcements
- One exhibit space
- Recognition from the main stage

Patron Sponsor - \$1,000 to \$1,999 Investment

- One exhibit space
- Name on all publicity materials including press releases and media announcements & designation as Patron Sponsor

Benefactor Sponsor - \$500 to \$999 Investment

- One exhibit space
- Name on all publicity materials including press releases and media announcements & designation as Benefactor Sponsor

Associate Sponsor - \$200 to \$499 Investment

- One exhibit space
- Name on all publicity materials including press releases and media announcements & designation as Associate Sponsor

RENT AN EXHIBIT SPACE

Each exhibit space entitles you to one table and two chairs. **The earliest you can set up your table is 9:00 am and you must begin to break down and clean your area by 3:00 pm.** You are responsible for keeping your space safe and clean.

You will receive confirmation of the location of your exhibit space during the week before the Festival.

Contact: Naomi Hui, Richmond District Neighborhood Center, at (415) 751-6600 x203, or naomi@rdnc.org.

VOLUNTEER

Volunteers are always needed. If you are interested in volunteering for even just a few hours, please contact one of the volunteer coordinators and indicate what hours you are available

Angelina Yu at the Office of Supervisor Sandra Lee Fewer at (415) 554-7411 or Angelina.Yu@sfgov.org

Jade Wu at the Office of Assemblymember Phil Ting at (415) 557-2312 or Jade.Wu@asm.ca.gov

DONATE TO THE FESTIVAL

Monetary donations are always welcomed. Please make checks payable to the **Richmond District Neighborhood Center** and mail to: **741 30th Ave, San Francisco, CA 94121**. Your canceled check is your receipt. The Richmond District Neighborhood Center is a 501 (c) (3) organization.

AUTUMN MOON FESTIVAL REGISTRATION
Saturday, September 23, 2017 from 10:00 am to 3:00 pm

Thank you for your participation in the Richmond Autumn Moon Festival and for supporting our community! Please be sure to fill out all information.

Name:

Organization/Company:

**Is your organization a 501(c) 3 or 501(c) 6?*

**please provide non-profit tax ID:*

Address:

Email Address:

Website URL:

Phone:

Fax:

Type of Business:

Sponsorship

Sponsorship Level:

Sponsorship Total:

Rent an Exhibit Space (Non-sponsors, Circle One)

\$65 (Clement Street Merchants Association member)

\$75 (Non-members)

\$50 (Non-profit organization*)

Non-profit organization must be a 501-c-3 or 501-c-6

AGREEMENT FOR EXHIBIT SPACE

Please read and sign. This agreement will be kept on file:

I agree that if I choose to withdraw my order for an exhibit space, I will be refunded 50% of my fee if I cancel before **July 31, 2017**. I also understand that there will be no refund after **August 15, 2017**.

I agree to keep my table area at the Festival safe and clean.

I agree not to hold the Clement Street Autumn Moon Festival, Clement Street Merchants Association, Richmond District Neighborhood Center or its employees liable in case of loss or harm to myself, table workers or by equipment or supplies.

Signature _____ Date _____

Please make checks payable to: **Richmond District Neighborhood Center**.

Your canceled check is your receipt.

Send payment along with order form to: **Richmond District Neighborhood Center,
741 30th Ave, San Francisco, CA 94121**

Thank you!