**Enrichmond Festival Vendor Application**

**2018 Season**

The Enrichmond Foundation is the proud producer and promotor of onsite Festivals at Richmond’s historic 17th Street Market. We take pride in ensuring a fun, festive and safe environment for vendors and attendees alike. The Vendor Handbook, including the Rules and Regulations of Participation, is considered part of the application process. All applicants must agree to abide by it when applying. Festival descriptions and deadlines are found in the Vendor Handbook.

A registered 501(c)(3), the Enrichmond Foundation uses its annual Festival season as a series of fundraisers. Proceeds support the Foundation’s mission to serve the People, Parks and Public Spaces of the City of Richmond. We enact this mission by supporting the Department of Parks, Recreation and Community Facilities through citizen involvement, education and fundraising.

Company Name: ________________________________________________________________

Contact Name: ________________________________________________________________

Business Number: ______________________________________________________________

Cell Number: _________________________________________________________________

Contact E-mail: ________________________________________________________________

Mailing Address: ________________________________________________________________

**May we use your business name and/or photos, social media links in promotional campaigns?** ☐ YES ☐ NO

**By checking or circling “No”, the market will not advertise your company, products and/or services in any of its marketing or promotions, including print ads, press outreach, online advertising and social media.**

Website: ______________________________________________________________________

Facebook: _____________________________________________________________________

Twitter: _____________________________________________________________________
2018 ENRICHMOND FESTIVAL CALENDAR

Please select the Festival to which you are applying. See the Vendor Handbook for Festival descriptions:

*Vendors are asked to submit separate applications and remit separate payments for each Festival.*

<table>
<thead>
<tr>
<th>FESTIVAL</th>
<th>EVENT DATE</th>
<th>APPLICATION DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Bacon</td>
<td>Saturday, June 23, 2018</td>
<td>June 2, 2018</td>
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<tr>
<td>Shockoe on the Half Shell</td>
<td>Saturday, September 8, 2018</td>
<td>August 18, 2018</td>
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<tr>
<td>Richmond Dog Festival*</td>
<td>Saturday, September 29, 2018</td>
<td>September 8, 2018</td>
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<tr>
<td>Brunswick Stew Festival</td>
<td>Saturday, October 27, 2018</td>
<td>October 6, 2018</td>
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<tr>
<td>Cider Festival*</td>
<td>Saturday, November 10, 2018</td>
<td>October 20, 2018</td>
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**PLEASE SELECT A VENDOR CATEGORY:**

*Fee is per Festival application and due with application. Applications will be considered incomplete without payment.*

**Food Vendor**

$250.00 (Includes a 10’x10’ space. Vendors provide their own tent, tables & chairs. Food Trucks – please see the upcharge note below. Participating food vendors will be selected based on their menu and its creative relevance to the Festival’s theme.)

Please attach your menu with a description of how you plan to incorporate the Festival’s theme.

*All FOOD vendors MUST register for events with the Richmond City Board of Health one week prior to events. Their offices are located at 400 E Cary Street, Richmond, VA.*

**Artisan Vendor (handmade items created and sold by vendor)**

* This option applies to Richmond Dog Festival and Cider Celebration ONLY

$75 (Includes 10x10 space to sell your art. Artists provide their own tent, table, & chairs.)

Please attach a separate page describing your artwork and process with pictures provided.

**Nonprofit Vendor**

$100.00 (Includes 10x10 space to promote your organization. Nonprofits provide their own tent, tables & chairs)*A 501(c)3 letter is required as proof of nonprofit status.*

Please attach a separate page describing your nonprofit, mission and relevance to the festival you are applying for.

**Merchant (non-food)**

$125.00 (Includes 10x10 space to sell your products. Merchants provide their own tent, tables & chairs.)

Please attach a separate page describing your product or service and provide pictures of what you sell.

**Corporate Vendor**

$500.00 (Includes 10x10 space to promote your business. Vendors provide their own tent, tables & chairs.)

Please attach a separate page describing your product or service and your setup.

A larger 10’x20’ footprint may be available for an upcharge of $200. This is a flat upcharge regardless of Vendor type. *This upcharge applies to all Food Trucks/Trailers.*

Non-Food trucks and trailers, would you like to increase your stall size to 10x20? □ YES □ NO
Are you a food truck or trailer?  
☐ YES  ☐ NO

Please indicate the size of your Food Truck/Trailer:


Does your set-up incorporate a generator?  
☐ YES  ☐ NO

OPTIONAL EQUIPMENT RENTALS

Please note equipment rented will be set-up in your vendor space upon arrival:

☐ Tent Rental $100 (10x10 tent with weights)
☐ Six-foot table and Two Chairs $15

EVENT SET-UP & CLEAN-UP:

- Food vendor set-up begins three (3) hours prior to start time. **All Food Vendors must arrive onsite at least two hours prior to event start time (9:00am) and must be ready for health inspections one (1) hour prior to start time (10:00am).**
- Merchant, Corporate, Artist and Nonprofit vendor set-up begins two (2) hours prior to event start time.
- At 10:00am the event footprint will become a pedestrian only zone. **No vehicles will be permitted to enter the premises after 10:00am.** Any vendor arriving after 10:00am may not be permitted to set-up. This will be at the Event Manager’s discretion. If refused admittance, **NO APPLICATION FEES WILL BE REFUNDED.**
- 17th Street Market and the Enrichmond Foundation endeavor to be good stewards of the environment and the City of Richmond. We work wherever possible to create green, sustainable venues and events. Vendors should take sustainability into consideration when selecting materials and packaging for their products. **No glass or Styrofoam containers are permitted at the 17th Street Market.** Please see our Greening Guide for more information and resources.
- Electricity & water are not included.
- Generators must be under 65 decibels
- All vendor areas must be cleaned up and the premises vacated within one (1) hour of event end time. All garbage must be removed and any liquid waste (ice, grease trap contents etc.) must be removed and disposed of appropriately. **Please learn and use the appropriate precautions to avoid spillage onsite. Any charges resulting from the clean-up of grease will charged to the participating vendor.**

PAYMENT INFORMATION:

There are 2 ways to pay:

1. Pay by check: make check payable to “Enrichmond” and submit with your application to:

   Enrichmond Foundation  
   Attn: Liza Newell  
   100 North 17th Street  
   Richmond, VA 23219

2. Pay online by making a donation at [www.enrichmond.org/give](http://www.enrichmond.org/give). Please be sure to include your company name in the billing information section.
PLEASE READ, CHECK ALL BOXES AND SIGN:

I request permission to sell during the 2018 Enrichmond Festival Season and am applying for the

_________________________________________________________ Festival:

☐ I have read and understand the Vendor Handbook and agree to all the terms and conditions outlined therein. I agree to adhere to all Festival Vendor Rules & Regulations.

☐ I have given consent to having published any picture, video or news release of my business for news and advertising purposes of the market.

☐ I shall indemnify, keep, and hold harmless the Historic 17th Street Market, the City of Richmond and its partner The Enrichmond Foundation from any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by Vendor and shall defend at Vendor’s own expense any action brought against the Historic 17th Street Market or the City of Richmond, or its agents or employees, as a result of the Vendor’s acts or omissions.

☐ I affirm that I have attached a copy of my State of Virginia Sales Tax ID and my COI naming Enrichmond Foundation as an additional insured in order to sell during the 2018 Enrichmond Festival Season.

INFORMATION PROVIDED ON THIS APPLICATION MAY BE SUBJECT TO THE VIRGINIA FREEDOM OF INFORMATION ACT (FOIA), AND MAY BE AVAILABLE TO THE PUBLIC AND MEDIA.

Signed: _______________________________ Dated: _______________________________

Thank you for applying to participate in Enrichmond’s 2018 Festival season. We will review and notify accepted vendors upon careful review of their proposed menus and products. Two weeks prior to the Festival date, participating vendors will receive a complete vendor information packet. Please feel free to contact us in the meantime with any questions. Thank you and we look forward to having you with us!

EVENT CONTACT:
Liza Newell
804-506-3079
lnewell@enrichmond.org

Modifications: The Enrichmond Foundation reserves the right to revise the Festival Rules and Regulations at any time they deem appropriate. These rules are hereby adopted and valid as of February 2, 2018.