



## ***Enrichmond Festival Vendor Application***

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### ***2019 Season***

The Enrichmond Foundation is the proud producer and promotor of onsite Festivals at Richmond's Historic 17<sup>th</sup> 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 detailed in the Vendor Handbook.

A registered 501(c)(3), the Enrichmond Foundation uses its annual Festival season to support our mission of serving 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", Enrichmond will not advertise your company, products and/or services in any marketing or promotions, including print ads, press outreach, online advertising and social media.*

**Website:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_

**Twitter:** \_\_\_\_\_

## 2019 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.**

FESTIVAL	EVENT DATE	APPLICATION DEADLINE
<input type="checkbox"/> Bacon	Sunday, June 2, 2019	May 10, 2019
<input type="checkbox"/> <b>Richmond Dog Festival*</b>	<b>Saturday, September 21, 2019</b>	<b>August 26, 2019</b>
<input type="checkbox"/> Chicken WingFest	Sunday, October 13, 2019	September 30, 2019
<input type="checkbox"/> Stew & Stout Festival	Sunday, October 27, 2019	October 1, 2019
<input type="checkbox"/> Cider Festival	Saturday, November 9, 2019	October 20, 2019

**\* PLEASE NOTE: THE RICHMOND DOG FESTIVAL WILL BE HELD IN CHIMBORAZO PARK THIS YEAR\***

### **PLEASE SELECT A VENDOR CATEGORY:**

**\*\*Payment is due 7 business days prior to each event. Vendors who do not pay within 7 business days of the event forfeit their spot.\*\***

#### **Food Vendor**

**\$300.00** (Includes 10'x10' space. Vendor provides 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)**

**\$75.00** (Includes 10'x10' space. Artist provides tent, tables & chairs.)

Please attach a separate page describing your artwork and process. Include pictures of what you create.

#### **Nonprofit Vendor**

**\$125.00** (Includes 10'x10' space. Nonprofit provides 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)**

**\$150.00** (Includes 10'x10' space. Merchant provides tent, tables & chairs.)

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

#### **Corporate Vendor**

**\$2,000.00** (Includes 10'x10' space. Guarantees exclusive right to exhibit as sole corporate vendor at event. Participating vendor qualifies for sponsorship level recognition. Contact Event Manager for more information. Vendor provides tent, tables & chairs.)

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

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A larger 10'x20' footprint may be available for an upcharge of \$200.00 This is a flat upcharge regardless of Vendor type. **This upcharge applies to all Food Trucks.**

Would you like to increase your stall size?:  YES

NO

Does your set-up incorporate a vehicle?:  YES  NO

Please indicate the size of your Food Truck/Trailer: \_\_\_\_\_

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

### **OPTIONAL EQUIPMENT RENTALS**

Equipment rented will be set-up in your vendor space upon arrival:

Tent Rental \$100 (10'x10' 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 (2) hours prior to event start time and must be ready for health inspections one (1) hour prior to start time.**
- Merchant, Corporate and Nonprofit vendor set-up begins two (2) hours prior to event start time.
- One (1) hour before the event begins, the footprint will become a pedestrian only zone. **No vehicles will be permitted to enter the premises at that time.** Late vendors 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.**
- 17<sup>th</sup> 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 17<sup>th</sup> Street Market.** Please see our Greening Guide for more information and resources.
- Electricity & water are available onsite.
- 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 or trash will be charged to the participating vendor.*

### **PAYMENT INFORMATION:**

Vendor fees are due seven (7) business days prior to event day. There are two 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 17<sup>th</sup> 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 2019 Enrichmond Festival Season. I am applying for the

\_\_\_\_\_ Festival

I have read and understand the Vendor Handbook. I 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 2019 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 2019 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](mailto:lnewell@enrichmond.org)