



Enrichmond Festival Vendor Application

2019 Season

The Enrichmond Foundation is the proud producer and promotor of community events in the City of Richmond. 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"/> Richmond Dog Festival	Saturday, September 21, 2019	August 26, 2019
<input type="checkbox"/> Harvest Stew & Stout Festival	Sunday, October 27, 2019	October 1, 2019
<input type="checkbox"/> Cider Celebration	Saturday, November 9, 2019	October 20, 2019

*** THE RICHMOND DOG FESTIVAL WILL BE HELD IN CHIMBORAZO PARK***

HARVEST STEW & STOUT WILL BE HELD IN DOREY PARK

CIDER CELEBRATION WILL BE HELD IN SCOTT'S ADDITION

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.

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.**
- The Enrichmond Foundation endeavors 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.** Please see our Greening Guide for more information and resources.
- Electricity & water are not guarantee.
- 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 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
P.O. Box 25609
Richmond, VA 23260
2. Pay online by making a donation at 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.

I shall indemnify, keep, and hold harmless 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 Enrichmond Foundation's 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 notify accepted vendors upon careful review of 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