



Non-Food Vendor Application

- Event:** The 5th Annual Richmond's Original Italian Street Festival
- Date:** October 10th (Saturday) and October 11th (Sunday), 2009
- Hours:**
- | | |
|--|--------------------|
| set-up Friday, October 9 th , 2009 | (6 pm until 9 pm) |
| set-up Saturday, October 10 th , 2009 | (7 am until 10 am) |
| Saturday, October 10 th , 2009 | (11 am until 8 pm) |
| Sunday, October 11 th , 2009 | (11 am until 6 pm) |
- Place:** The Beautiful Horticultural Garden and Commonwealth Mall located at the Richmond Raceway complex
- Your Investment:**
- \$175.00 total for two day booth rental (crafters)
 - \$150.00 total for two day booth rental for returning 2008 vendors
 - \$500.00 total for two day booth rental (professional)
 - \$150.00 total for two day booth rental for returning 2008 vendors
 - \$25.00 Surcharge if electricity required for booth
- Your Return:**
- A 10' by 10' foot booth
 - 5 free worker passes tickets
 - Opportunity to market to anticipated crowds of 15,000 to 25,000 per day.
- Contact Info:** **Micki Long** micki@311Productions.com or **804.304.6870**
Please mail checks to: **Richmond Italian Street Festival**
10505 Barbara Lane
Richmond, VA 23233

General Information

- Applications will be on a first come, first serve basis. Applications will be accepted until all the spaces are sold or categories are filled, whichever comes first. Vendor booth applicants must be at least 18 years old.
- All vendors are responsible for their own set-up (i.e. tables, chairs and tents). The Festival may have table / chair rental packages available.
- All vendors must sign a waiver /release form releasing all Organizers of the Festival from any liability.
- All vendors must be approved by the committee.
- Vendors must sign-in before setup at the registration table at the festival. Vendors must be set up no later than 10:00am on Saturday. Vendors not set up by that time will automatically forfeit their space and fees paid. Vendors must set up only in the spaces designated to them by the committee.
- For any special set-up needs please contact us immediately.
- All vendors must be open for business and remain open for the entire Festival.
- Vendors are responsible for the collection of all sales tax and meeting local license and permit requirements. Call with any questions.
- Set-up time starts 6 pm on Friday (10/9/09) afternoon until 9 pm at evening.
- Breakdown will begin October 11th at 6:00 pm and all vendors must be off the premises by 10:00 pm Sunday night (10/11/09)
- No vehicles will be allowed within the festival without pre-approval in writing.
- All fees must be paid in full (deposits will not be accepted)
- This is a rain/shine event. No refunds are available
- Security will be provided, however The Festival Committee and its organizers (Italian-American Business & Professional Societa', Italian American Cultural Association and Giuseppe Verdi Lodge #315/Sons of Italy) or any of its members will not be responsible for injuries, lost or stolen property or any other kind of damages.
- Please make checks payable to the Richmond Italian Street Festival and mail checks to contact listed on page 1.

Vendor's Name: _____

Address: _____ **State** _____ **Zip** _____

Phone Number: _____ **Cell #** _____

E-mail Address: _____

Insurance held with company: _____

Items to be Sold: _____

Committee's Person Signature _____ **Date** _____ **Ck #** _____