



Non-Food Vendor Application

- Event:** The 6th Annual Richmond's Original Italian Street Festival
- Date:** October 2nd (Saturday) and October 3rd (Sunday), 2010
- Hours:**
- | | |
|---|--------------------|
| set-up Friday, October 1 st , 2010 | (10AM until 7 PM) |
| set-up Saturday, October 2 nd , 2010 | (8 AM until 10 AM) |
| Saturday, October 2 nd , 2010 | (11 AM until 8 PM) |
| Sunday, October 3 rd , 2010 | (11 AM until 6 PM) |
- Place:** The Beautiful Horticultural Garden and Commonwealth Mall located at the Richmond Raceway complex
- Your Investment:**
- \$250 total for two day booth rental (crafters)
 - \$500.00 total for two day booth rental (professional)
 - \$150.00 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:** **Anthony Spezio** AskForAnthony@comcast.net or 804.347.5173
Please mail checks to: **Richmond Italian Street Festival**
11125 Sterling Cove Dr,
Chesterfield, VA 23838

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 10AM Friday (10/1/10) afternoon until 7PM at evening.
- Breakdown will begin October 3rd at 6:00 PM and all vendors must be off the premises by 9:00PM Sunday night (10/3/10)
- 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 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 #** _____

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Vendor Additional Package Options – Due No Later than 9/2/10

Indicate below your requested specific items and the quantity. Total your package and enclose 2 separate checks: One for the deposit amount (if you chose a tent) which will not be cashed unless deemed necessary at the end of the festival, and one for the total amount due. Items must be picked up and returned to an area to be announced by Food Committee.

Item	Size	Amount Per Item	Quantity	Subtotal
Chair	1 chair	\$5	_____	_____
Table	8 x 3 ft	\$15	_____	_____
Table and 2 Chairs	Pkg.	\$20	_____	_____
Electricity needed		\$150	_____	_____
Total due			_____	_____