

# Richmond Carib Fest 2010

## Vendor Application and Agreement Form

**Saturday, July 17<sup>th</sup> 2010  
1:00pm to 10:00 PM**

**Science Museum of Virginia -- Garner Pavilion  
2500 West Broad Street  
Richmond, Virginia 23220**



<http://www.caribfestonline.com>

Carib Fest Vendor Application Form

### I. Vendor Information:

Vendor Name / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

### II. Please check

below the applicable

#### Application Fees:

- Food Vendors \$300. per booth
- Non-Food Vendors \$150. per booth
- Non- profit organizations, please call for rates

### III. Please check below type of booth desired:

- Food Vendor
- Information Only Vendor (Companies and Organizations) or Non-Food Vendor
- Non-Profit Vendor (only applies to pre-approved 501. C 3 organizations)

IV. **Vendor Description:** Please provide a list of items/food you wish to sell, promote or display.

**V. Electrical outlet needed?**       Yes       No

Please list clearly your electrical needs including type and number of appliances in your booth. All appliances, instruments, machinery, equipment or other objects requiring electricity cannot exceed 20 amps and must use 110 volts household services only. You are responsible for bringing your own generator and extension cords.

**VI. Food Vendors and Food Permits:**

- Each Food Vendor has the responsibility of obtaining a **Food Permit** from the City of Richmond Health Department. Food permits must be submitted with vendor application and must be displayed on event day.
- A \$65.00 **Health Application fee** is required. If you have been previously approved within the Commonwealth of Virginia, there is a \$25.00 processing fee. Please contact the City of Richmond Health Department at (804) 646-3120 for further instructions.
- All food vendors are responsible for necessary water requirements to run their booth.
- Vendor is responsible for providing own equipment (tents, tables, chairs).
- Vendor load-in and set-up 7:00 a.m. to 11:00 a.m. (All materials must be delivered to the loading dock located on the east side of the building just off of DMV drive).
- Vendor load-out and clean-up MUST BE COMPLETED BY 11: 00PM. Overtime rate of \$250.00 per hour will be billed to vendors.
- Vendor space may not be sublet.
- Booth size 10" x 20".

**VII. Non Food Vendors / Non Profit Vendors / Information Booths:**

- Vendor is responsible for providing own equipment (tents, tables, chairs).
- Vendor load-in and set-up 7:00 a.m. to 11:00 a.m. (All materials must be delivered to the loading dock located on the east side of the building just off of DMV drive).
- Vendor load-out and clean-up must be completed by 11:00 PM. Overtime rate of \$250.00 per hour will be billed to vendors.
- Vendor space may not be sublet.
- Booth size 10" x 10".

**VIII. Insurance/Taxes:**

Please submit a copy of your certificate of insurance with this application. Your insurance certificate must include the following phrase: "The City of Richmond, VCEEFF, their employees, agents, and volunteers are named as additional insured as respects to the Richmond Carib Fest to be held on **July 17<sup>th</sup>, 2010** in Richmond, VA".

Filing taxes and payment of fees are the responsibility of each participant.

**IX. Payment and Contact:**

- 50% Deposit (of which \$50.00 is a non-refundable fee) due by **June 15, 2010**.
- All applications and final payments must be received by **June 30th, 2010**.

Please make Cashiers Checks or Money Orders payable to: **Richmond Carib Fest 2010**.

Mail to:

Richmond Carib Fest 2010  
P.O. Box 15774  
Richmond, VA 23227

**Contact:**

**Laura Ellis**

**804-908-0247**

**Fax: 804-262-5262**

[Laura\\_pooleellis@comcast.net](mailto:Laura_pooleellis@comcast.net)

**Refunds:**

I understand that there will be a non-refundable fee of \$50.00 and in case I cannot commit to this event, I must contact Carib Fest Vendor Coordinator, Laura Ellis, three (3) weeks prior to the event.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**X. Disclaimer:**

I request permission to sell at the **Science Museum of Virginia -- Garner Pavilion** during the Richmond **Carib Fest 2010** special event. It is understood and agreed that Vendors, its agents and/or assigns shall hold harmless and defend the **Science Museum of Virginia**, the Carib Fest Committee, VCEEF, its cooperate sponsors, and the City of Richmond, their agents, volunteers, officers, and employees from all liability and or expense, including attorney's fees for loss or damage by reason of fire, vandalism, theft, water, natural disaster, loss of life or injury to any person or property in any manner arising out of incident to this Vendor agreement or the performance of its terms and provisions. Vendor shall be solely responsible for securing, at his/her sole cost, workers' compensation insurance, disability benefits insurance and any other insurance as may be required by law.

**Vendor Signature:** \_\_\_\_\_ **date** \_\_\_\_\_