



Holiday Bazaar 2011



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YES! I WANT TO PARTICIPATE AS A VENDOR!

Admission to the **Holiday Bazaar** is free; beverages and treats will be available for sale. The **Holiday Bazaar** will feature a select group of Richmond and East Bay vendors who will provide an indoor retail venue for holiday shoppers. All vendors are encouraged to offer a door prize that will be awarded to one shopper and that will help promote both the vendor and the event.

- I would like to participate as a vendor. I have enclosed the \$25 participation fee.
- I would like to offer a door prize to shoppers valued at \$_____ in support of the event.

Company Name: _____

Business ID#: _____ Resale Permit #: _____ Nonprofit ID#: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Items that you will be selling:

Space is limited and vendor participation will be allotted on a first come-first serve basis. Mail or Fax your completed registration form to (510) 236-4052 (fax) or c/o Holiday Bazaar 1000 Macdonald Avenue, Suite C, Richmond, CA 94801 by December 8th, to reserve your space. Please make checks payable to Richmond Main Street Initiative.

Please take a few minutes to review the vendor terms and conditions and the following information about vendor registration, the forms and payments that must be returned to Richmond Main Street before the event, and items you will need to bring in order to make this year's **Holiday Bazaar** a success:

- An assistant who can monitor your table and conduct sales if you take a break
- Cash box and all money handling equipment, including card readers
- Promotional materials, packaging and/or gift wrapping supplies and displays for your products
- The **Holiday Bazaar** will take place at **Market Square Mall, 322 Harbour Way, Richmond, Ca 94801**. Set up begins at **9 am** on **December 10**. Be ready to greet holiday shoppers by **11:15 am**

Please complete the information below:

_____(company or organization name) agrees to vend at the Holiday Bazaar. This agreement becomes a binding document upon payment in full and signature. This agreement also acknowledges that the vendor has read and agrees to the attached Vendor Terms and Conditions.

Signature of Company Representative _____

Title _____ **Date** _____

Vendor Registration Deadline for the Holiday Bazaar is December 8, 2010

VENDOR TERMS AND CONDITIONS

1. Vendor applications must be filled out completely before they can be accepted. Business numbers and/or resale permit numbers must be listed and copies attached with application.
2. Vendor's registration is an offer to contract; **space is limited**, and Richmond Main Street Initiative seeks to present a varied mix of merchandise of interest to an all-ages group of attendees. Richmond Main Street Initiative reserves the right to reject any application. A contract is formed only upon Richmond Main Street's notice to vendor that the application has been accepted.
3. **Vendor agrees to pay Richmond Main Street Initiative the amount indicated in the fee schedule: \$25 for retail vendors. Please make checks payable to Richmond Main Street Initiative.** Those charges shall be paid upon submission of the application. If the application is not accepted, the fee shall be returned to the applicant.
4. Once the application is accepted, if the vendor cancels his/her appearance for any reason less than 30 days prior to the scheduled concert, all fees paid pursuant the contract will be retained by Richmond Main Street Initiative.
5. Vendor does hereby release Richmond Main Street Initiative from liability in connection with any damage to vendor's person and/or anyone operating vendor's space, merchandise and/or personal property due to fire, theft, breakage or disturbance in connection with and during the concert.
6. Permission to exhibit/sell at the fundraiser is a personal privilege and right granted to the vendor. The contract and rental space shall not be assigned, transferred, or sublet without the permission of Richmond Main Street Initiative.
7. Richmond Main Street will provide the following for use by the vendor: one (1) **4'x6'** space. ***The vendor must provide all other supplies, including but not limited to: tables, chairs, merchandise, cash/change, promotional and display materials, etc.***
8. At all times, the vendor will confine his/her display of merchandise within his/her assigned table area. Vendor is responsible for proper disposal of trash and waste before, during and after the fundraiser.
9. No vendor may change sale items without prior approval from Richmond Main Street's Executive Director.
10. No information can be disbursed except from registered vendor participants.
11. Smoking is **prohibited**.
12. No animals are permitted on the fundraiser site other than visual aid dogs.
13. Failure to comply with rules and regulations will result in automatic closure.

Please feel free to call Alicia at (510) 236-4049 with any questions regarding the registration process or vendor responsibilities.