



# 10<sup>th</sup> Annual Richmond Main Street Music on the Main Summer Concert Series

## YES! I WANT TO PARTICIPATE AS A VENDOR!

Music on the Main is an annual summer concert series organized by Richmond Main Street Initiative. Admission to Music on the Main is free and all members of the community are welcome to attend. Each concert features a variety of musical performances, arts and crafts activities for children, and vendor booths that showcase local entrepreneurs, nonprofit organizations, and food.

Richmond Main Street’s goal for this year’s Music on the Main concerts is to expand vendor—retail and nonprofit—participation. The retail, food, and non-profit vendors who participate in Music on the Main will help create a event that offers goods, services, information, and a sense of community togetherness for all attendees.

Please indicate which concert(s) at which you wish to participate by checking the appropriate boxes:

- June 22                       July 27                       August 24
- ✓ All concerts are on the 4<sup>th</sup> Wednesday of the month. They run 5-7:30pm.
- ✓ Location: FoodsCo Parking Lot, 12<sup>th</sup> Street and Macdonald Avenue
- ✓ Set up begins at 4pm for retail/information booths; 3pm for food vendors.
- ✓ All vendors must supply their own tables, chairs, materials, supplies, and electrical sources (if needed).

**Please take a moment to review the Vendor Terms and Conditions and Fee Schedule on the following page.**

**Space is limited and vendor participation will be allotted on a first come-first serve basis.** Mail your completed registration form and payment to: Richmond Main Street, c/o Music on the Main, 1000 Macdonald Avenue, Suite C, Richmond, CA 94801 to reserve your space. Please make checks payable to Richmond Main Street Initiative.

### Please complete the information below:

Company/Organization Name: \_\_\_\_\_

Business ID#: \_\_\_\_\_ Resale Permit #: \_\_\_\_\_ Nonprofit ID#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Items that you will be selling, or information that you will be providing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ agrees to vend at the above Music on the Main concerts.  
(company or organization name)

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 and Fee Schedule.

**Signature of Company Representative** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Vendor Registration Deadline for Music on the Main concerts is 3 weeks before each concert.**

### **FEE SCHEDULE**

**RMSI Commercial Corridor Retail/For-profit Merchant:** \$20

(Merchants/entrepreneurs operating within 1 mile of RMSI commercial corridor: 8<sup>th</sup>-19<sup>th</sup> Streets between Nevin and Bissell Avenues.)

**Greater Richmond/Bay Area Retail/For-profit Merchant:** \$25

**Nonprofit Organization:** No fee. Please submit proof of nonprofit status with registration.

**Food Vendor:** \$35 plus a \$107 processing fee to the Contra Costa Health Services Department, a total of **\$142**. Please contact Richmond Main Street for more information and to obtain a copy of the Temporary Food Event application.

### **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 above Fee Schedule. Food vendors must complete an additional application required by the Contra Costa Health Services Department and pay additional fees as outlined above. This form and more information is available through Richmond Main Street. Please make checks payable to Richmond Main Street Initiative. All vendor fees 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 event is a personal privilege and right granted to the vendor. The contract and rental space shall not be assigned, transferred, or sublet with out the permission of Richmond Main Street Initiative.
7. Richmond Main Street will provide the following for use by the vendor: one (1) **6'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, 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 event.
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**. No animals are permitted on the event site other than visual aid dogs.
13. Failure to comply with rules and regulations will result in automatic closure.

**Please call Alicia at (510) 236-4049 with any questions regarding the registration process.**