



3rd Annual Richmond Main Street Festival and Fundraiser



Board of Directors

YES!

I WANT TO PARTICIPATE AS A VENDOR!

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We are expecting 200-250 attendees. Tickets are \$25 in advance and at the door. Participating vendors will provide an outdoor retail venue for ticket holders and will represent a wide variety of quality and unique goods available through you, our Richmond entrepreneurs.

- I would like to participate as a for-profit vendor. I have enclosed the \$50 participation fee and offer an in-kind donation, valued at \$_____ in support of the event
- I would like to participate as a nonprofit representative. I have enclosed the \$25 participation fee.

Company 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:

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 Spirit & Soul Festival a total 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
- Set up begins at **9 am**. Be ready to greet ticket holders by **11:15 am**.

_____ agrees to vend at and/or sponsor the Spirit & Soul Festival. This agreement becomes a binding document upon payment in full and signature. In the event that the vendor also provides sponsorship, this agreement guarantees fulfillment of the items listed on the Sponsorship Packages cost sheet and said vendor will provide items such as: website link information, company banner or logo, and brochures to optimize exposure benefits. This agreement also acknowledges that the vendor has read and agrees to the attached Vendor Terms and Conditions. Nonprofit participants will also submit a copy of their IRS 501(c)(3) determination letter.

Signature of Company Representative _____
Title _____ **Date** _____

All donations are tax deductible. Richmond Main Street federal tax I.D. #68-0481132
Space is limited and vendor participation will be allotted on a first come-first serve basis. Mail or Fax your completed registration form and payment to (510) 236-4052 (fax) or c/o Spirit & Soul Festival 1000 Macdonald Avenue, Suite C, Richmond, CA 94801 by September 3rd, to reserve your space and be listed on printed material.

Vendor Registration Deadline is September 3, 2011

VENDOR TERMS AND CONDITIONS

1. Vendor applications must be filled out completely before they can be accepted. Non-profit I.D. numbers, business numbers, 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 fundraiser 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: \$50 for retail vendors and \$25 for nonprofit organizations.** Those charges shall be paid upon submission of the application. If the application is not accepted, the fee shall be returned to the applicant. **Vendor also agrees to donate an item to be offered as a drawing prize.**
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. The fundraiser may be rescheduled in the event of rain.
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 with out the permission of Richmond Main Street Initiative.
7. Richmond Main Street will provide the following for use by the vendor: one (1) **4'x6'** table and two (2) chairs. The vendor's space will be limited to the space and set-up provided by Richmond Main Street. The vendor must provide all other supplies, including but not limited to: 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 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 (510) 236-4049 with any questions regarding the registration process.