



## 9<sup>th</sup> annual Healthy Village Festival VENDOR INFORMATION

### ABOUT HEALTHY VILLAGE FESTIVAL

Healthy Village Festival is an annual summer community event sponsored and organized by Richmond Main Street Initiative. Admission to Healthy Village Festival is free and all members of the community are invited to attend. The festival takes place in the Community Green Space located at Harbour Way and Macdonald Avenue, and features a variety of activities all about health and wellness.

### OUR GOAL...and how our community partners help us achieve it

Richmond Main Street's goal for the Healthy Village Festival is to increase access to health and wellness resources; produce a family-friendly event that is enriching, safe, and fun for all participants; create opportunities to connect local nonprofit and community organizations with residents and workers; and foster economic opportunities for local businesses. The organizations and businesses that participate in Healthy Village Festival contribute tremendously towards our goal of creating an event that offers goods, services, information, and a sense of community togetherness for all attendees.

### EVENT INFORMATION

Date: Saturday, June 23

Time: 10am – 1pm

Set-up period: 8:30am – 9:30am

Location: Community Green Space

Harbour Way & Macdonald Avenue, Richmond, Ca 94801

### PARTICIPATION INFORMATION AT-A-GLANCE

Vendor Type	Booth Fee	Registration Deadline Wednesday, June 13
Information Booth - Nonprofit/Community Organization	Free	
Information Booth - Nonprofit/Community Organization with Sales	\$10	
Information Booth - Commercial Business	\$20	
Retail/Artisan	\$25	

- Nonprofit/community organizations are expected to host information booths and are *highly* encouraged to incorporate interactive activities related to health and wellness.
- Space is limited. All vendors will receive one (1) **10'x10'** space and must supply their own tables, chairs, materials, staff, and other supplies. *Canopy tents must be weighted.*
- Tables, chairs, and market umbrellas are available for rent. See registration form for details.
- Set-up begins at 8:30am and participating organizations are expected to be ready to receive visitors at 10:00am.

**Register online:** [www.richmondmainstreet.org/healthy-village-festival](http://www.richmondmainstreet.org/healthy-village-festival)

**Please see next page for full explanation of terms and conditions; page 3 for registration details.**

*We sincerely hope you can attend and help us expand access to healthy living resources to the community!*

Richmond Main Street presents...

**JUNE 23**  
Saturday  
**10am-1pm**  
**FREE ADMISSION**

**Healthy Village Festival**

ZUMBA Health Tips & Resources Giveaways Farm Animals  
Music Info Booths Arts & Crafts Food & More!

Community Green Space @ Harbour Way & Macdonald Ave, Richmond

more info  
(510) 236-4049  
[RichmondMainStreet.org](http://RichmondMainStreet.org)

sponsored by

KAISER PERMANENTE Mechanics Bank boji's health market San Francisco Bay Ferry A SERVICE OF NETA

## HEALTHY VILLAGE FESTIVAL 2018 ~ VENDOR TERMS AND CONDITIONS

1. **Registration:** Participating organizations (Vendor) must complete the Healthy Village Festival (Event) registration form (Registration), available on page 3 or online at [www.richmondmainstreet.org/vendors](http://www.richmondmainstreet.org/vendors), in order to participate. Registration must be filled out completely and proof of nonprofit status/business license must be provided before it can be considered for approval. **Registration deadline: Wednesday, June 13 by 5pm.**
2. **Contract:** A submitted Registration is an offer to contract between Richmond Main Street Initiative (RMSI) and Vendor. A contract is formed only upon RMSI's notice to Vendor that Registration has been accepted. By entering said contract, Vendor agrees to all Terms and Conditions as outlined, and direction of RMSI staff. Permission to participate in Event is a personal privilege and right granted to Vendor by RMSI. The contract and booth space shall not be assigned, transferred, or sublet without the permission of RMSI.
3. **Booth Fee: Due at time of registration.** Payment can be submitted via any of the following methods: Credit card (online only), Cash (drop-off only), Check, Money Order, or Cashiers' Check (made payable to: Richmond Main Street Initiative). Without payment Registration is not complete and space is not guaranteed. If Registration is not accepted, the fee shall be returned to Vendor.
4. **Equipment Rental** (if applicable): **Due at time of registration.** Payment for equipment rental is non-refundable. Tables, chairs, and market umbrellas are available for rent (see vendor registration form for details). **Equipment Rental Deadline: Wednesday, June 13 by 5pm.**
5. **Cancellation:** Vendor agrees to notify RMSI of cancellation no later than Monday, June 17. Booth fees will not be refunded if cancellation occurs after above deadline or if vendor does not participate in Event.
6. **Liability:** Vendor does hereby release RMSI from liability in connection with any damage to Vendor's person and/or anyone operating Vendor's booth and/or personal property due to fire, theft, breakage, or disturbance in connection with and during Event.
7. **Booth Space:**
  - a. RMSI will provide the following for use by Vendor: guarantee of one (1) **10'x10'** space.
  - b. Vendor *must provide all other supplies*, including but not limited to: tables, chairs, merchandise, cash/change, promotional and display materials, etc. ***Canopy tents must be weighted.***
8. **Booth Size & Appearance:** At all times Vendor will confine his/her display within assigned Vendor space. Vendor is responsible for maintaining a neat and orderly booth area and properly dispose of trash and waste before, during, and after Event.
9. **Arrival & Set-Up:** Entrance for vendors is located at 9<sup>th</sup> Street & Macdonald Avenue. No vehicles will be allowed to drive into Event space, however Vendor may use designated loading/unloading area located on 9<sup>th</sup> Street. Vendor must park vehicle elsewhere for duration of Event. **Set-up begins at 8:30am. All vendors must arrive by 9:30am** to gain entry to the Event space and participate in Event. Check-in will be located at entrance to Community Green Space (corner of Harbour Way & Macdonald Avenue). *All vendors must check in with RMSI staff before setting up.* Parking is available in surrounding neighborhood.
10. **Smoking & Animals:** Smoking is *prohibited*. No animals are permitted on the event site other than visual aid dogs.
11. No information can be disbursed except from registered vendor participants.

*Failure to comply with rules, regulations, and conditions may result in automatic closure and may result in revocation of Vendor space in future RMSI events.*

**Contact:** Alicia at (510) 236-4049 or [outreach@richmondmainstreet.org](mailto:outreach@richmondmainstreet.org) with any questions regarding the event or registration.



## Healthy Village Festival 2018 VENDOR REGISTRATION

### Vendor Information

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

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

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

Website: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Items that you will be selling and/or information/activity providing: \_\_\_\_\_

### Vendor Type & Equipment Rental Request (option)

Vendor Type *select one*	Business Information	Fee
<input type="checkbox"/> Nonprofit/Community Org. Info Booth	Tax ID#:	\$0
<input type="checkbox"/> Nonprofit/Community Org. with Sales	Tax ID#:	\$10
<input type="checkbox"/> Commercial Business Information Booth	Business ID#:	\$20
<input type="checkbox"/> Retail/Artisan	Business ID#:                      Resale Permit #:	\$25
<b>Equipment Rental*</b> (optional)	<input type="checkbox"/> 6' table: \$10 <input type="checkbox"/> 10'x10' Canopy Tent: \$110 <input type="checkbox"/> Chair: \$5 <input type="checkbox"/> 11' Market Umbrella: \$50	Total=
<b>Total Fee Enclosed:</b> (Booth Fee: \$ _____ + Equipment Rental Total: \$ _____) =		

### Vendor Agreement

I acknowledge that I have read and agree to the Vendor Terms and Conditions as outlined in the Vendor Information Packet. I also acknowledge that submitting this application does not entitle or guarantee to me a vendor booth space; that RMSI reserves the right to accept or deny this application for any reason and at any time; that RMSI will contact me regarding the status of this application within 2-3 business days, at which time I will receive further instruction regarding payment of booth fee or any additional requirements.

Signature of Company Representative \_\_\_\_\_ Date \_\_\_\_\_

**\*Registration Deadline: Wednesday, June 13, by 5pm\***

### Ways to Register

**Recommended: Online [www.richmondmainstreet.org/healthy-village-festival](http://www.richmondmainstreet.org/healthy-village-festival)**

1. Mail to or drop off this completed form at:  
Richmond Main Street Initiative, c/o Healthy Village Festival  
1015 Nevin Avenue, Suite 105, Richmond, CA 94801
2. Fax completed application to (510) 236-4052, Attn: Alicia Gallo
3. Email PDF of completed application to:  
[outreach@richmondmainstreet.org](mailto:outreach@richmondmainstreet.org)