



## 10<sup>th</sup> annual Spirit & Soul Festival

### INFORMATION PACKET – RETAIL/ARTISAN & INFO BOOTH VENDORS

#### ABOUT SPIRIT & SOUL FESTIVAL

The Spirit & Soul Festival, hosted by Richmond Main Street Initiative, is Downtown Richmond's premiere event. This annual street festival brings together residents, local businesses, and supporters of Main Street for to *Celebrate Downtown* and further its revitalization. Spirit & Soul Festival 2018 will transform Macdonald Avenue into an outdoor bazaar complete with food & artisan vendors, beverage pavilion, information & activity booths, youth zone & community stage, and phenomenal musical performances.



*The vendors who participate in Spirit & Soul Festival help create an event that offers goods, services, information, and a sense of community togetherness for all attendees. Benefits to vendors include promoting their business, reaching current and new customers, and networking with community members, representative, and other businesses.*

#### EVENT INFORMATION

**Dates:** Saturday, September 15, 2018

**Event Time:** 1pm-5pm

**Vendor Set-up:** 10am-12pm

**Location:** Macdonald Avenue, Harbour Way – 13<sup>th</sup> Street, Downtown Richmond

#### FEE SCHEDULE & REGISTRATION DEADLINES

Vendor Type	EARLY Date	Fee	LATE Dates	Fee
Retail/Artisan—Downtown Richmond Merchant*	By August 20	\$40	August 21-27	\$60
Retail/Artisan—Greater Richmond/Bay Area & Beyond		\$50		\$70
Information Booth—Nonprofit/Community Organization		\$10		\$20
Information Booth—Nonprofit/Community Org. w/ Sales		\$25		\$45
Information Booth—Commercial Business		\$40		\$60

\* Merchant/entrepreneur operating within the boundaries of Downtown district: 6<sup>th</sup>-16<sup>th</sup> St. between Bissell and Barrett Ave.

#### PARTICIPATION INFORMATION AT-A-GLANCE

- **Space is limited** and available on a first-come, first-reserved basis.
- **Registration deadlines do not guarantee availability.** If spaces sell out prior to the deadline, a waitlist will be activated.
- **Registration entitles vendor to one (1) 10'x10' space.** Vendors must supply their own tables, chairs, materials, staff, and all other necessary supplies. Canopy tents must be weighted. Tables, chairs, and market umbrellas are available for rent. See registration form for details.
- **Payment due at time of registration.** See Page 3 for payment options.
- **Vendor Type Definitions & Registration Requirements:** See Page 2 for details.
- **Vendor Terms and Conditions:** All vendors must agree and adhere to terms and conditions outlined on Page 3.

#### WAYS TO REGISTER – CHOOSE ONE

1. **\*RECOMMENDED\*** Online at [www.richmondmainstreet.org/vendors](http://www.richmondmainstreet.org/vendors)
2. **Mail or drop off** completed form on Page 4, additional paperwork, and payment to:  
Richmond Main Street, c/o Alicia Gallo, 1015 Nevin Avenue, Suite 105, Richmond, CA 94801
3. **Fax** completed Registration form: (510) 236-4052, Attn. Alicia Gallo. Send payment separately.
4. **Email** PDF of completed Registration form: Alicia at [outreach@richmondmainstreet.org](mailto:outreach@richmondmainstreet.org). Send payment separately.

**Contact:** Alicia Gallo, (510) 236-4049 or [outreach@richmondmainstreet.org](mailto:outreach@richmondmainstreet.org) for more information and with any inquiries.

**Spirit & Soul Festival 2018**  
**Retail/Artisan & Info Booth Vendor Requirements & Fee Schedule**

**FEE SCHEDULE & REGISTRATION DEADLINES**

<b>Vendor Type</b>	<b>EARLY Date</b>	<b>Fee</b>	<b>LATE Dates</b>	<b>Fee</b>
Retail/Artisan—Downtown Richmond Merchant*	By August 20	\$40	August 21-27	\$60
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**VENDOR TYPE DEFINITIONS & REGISTRATION REQUIREMENTS**

<b>Vendor Type &amp; Definition</b>	<b>Requirements</b>			
	<b>Business License</b>	<b>Seller's Permit</b>	<b>Resale License</b>	<b>EIN#</b>
<b>Retail/Artisan—Downtown Richmond Merchant</b> Business selling non-food items (jewelry, clothing, candles, paper goods, home decor, accessories, art, etc.) AND operating within the boundaries of the Historic Downtown Richmond commercial district: 6th-16th St. between Bissell and Barrett Ave.	Y	Y	If applicable	N
<b>Retail/Artisan—Greater Richmond/Bay Area &amp; Beyond</b> Business selling non-food items (jewelry, clothing, candles, paper goods, home decor, accessories, art, etc.)	Y	Y	If applicable	N
<b>Information Booth—Nonprofit/Community Organization</b> Nonprofit organizations, community groups, governmental departments, office of elected officials, educational agencies, churches, etc. providing information/resources, giveaways (non-food), activities.	N	N	N	Y
<b>Information Booth—Nonprofit/Community Org. w/ Sales</b> Nonprofit organizations, community groups, governmental departments, office of elected officials, educational agencies, churches, etc. providing information/resources, giveaways (non-food), activities AND selling merchandise.	Y	Y	If applicable	Y
<b>Information Booth—Commercial Business</b> For profit or commercial business (gym, retail store, service provider, independent contractors, referral/network marketing company representatives, etc.) offering information only.	Y	N	N	N

For more information about vendor requirements, guidelines & resources, visit [www.RichmondMainStreet.org/vendors](http://www.RichmondMainStreet.org/vendors)

## Spirit & Soul Festival 2018

### VENDOR TERMS AND CONDITIONS

1. **Registration:** Vendor must complete the Spirit & Soul Festival 2018 Artisan/Retail & Info Booth Vendor Registration Form (Registration), also available online at [www.richmondmainstreet.org/vendors](http://www.richmondmainstreet.org/vendors), in order to be considered for participation. Registration and all supplemental materials must be completed and submitted in full. Space is limited and available on a first-come, first-served basis. Additionally, Richmond Main Street Initiative (RMSI) seeks to present a varied mix of vendor booths. RMSI reserves the right to deny any Registration for any reason.  
**Deadlines to Register:** For Early Rate: August 20 For Late Rate: August 21-27
2. **Contract:** A submitted Registration is an offer to contract between RMSI and Vendor. A contract is formed only upon RMSI's notice to Vendor that the Registration has been accepted and payment received. By entering said contract, Vendor agrees to adhere to all Terms and Conditions as outlined and direction of RMSI staff. Permission to sell/exhibit/participate at the Event is a personal privilege and right granted to Vendor. The contract and booth space shall not be assigned, transferred, or sublet without the permission of RMSI. Accepted Registration allows for Vendor to participate in the Event, but *does not guarantee sales*.
3. **Vendor Fee & Payment:** Vendor agrees to pay RMSI the amount indicated in the fee schedule, plus any fees for equipment rental, which must be made at time of Registration. Fees are due in full at time of Registration and can be made via the following methods: Credit card (online only-via Eventbrite Registration); Cash (drop-off only); or 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. **Cancellation:** If, for any reason, Vendor cancels participation less than 14 business days prior to the scheduled Event, all fees paid pursuant the contract will be retained by RMSI.
5. **Equipment Rental:** If desired or needed, Vendor may rent equipment through RMSI. All equipment rental requests must be made at time of Application. Availability of equipment is not guaranteed after application deadline. Cancellation of rental must be made, in writing, at least 14 business days in advance. Equipment rental fees are non-refundable if cancellation occurs less than 14 business days in advance.
6. **Liability:** Upon submission of Registration, Vendor releases RMSI from liability in connection with any damage to Vendor's person and/or anyone operating Vendor's booth, merchandise and/or personal property due to fire, theft, breakage, or disturbance in connection with and/or during the Event.
7. **Event Location/Venue:** Macdonald Avenue between Harbour Way and 13<sup>th</sup> Street, Downtown Richmond
8. **Parking:** Vendor is offered one (1) parking space in gated lot located on 13<sup>th</sup> Street between Macdonald Avenue and Nevin Avenue. This lot will be locked during Hours of Operation and opened at 5pm for clean-up.
9. **Set-Up:** Set-up begins at 10am. Vendor must check in with RMSI staff before setting up. Vendor space is not guaranteed to vendors who arrive after 11:30am. Food vendors must be fully set-up and ready for health inspection by 12pm. Vendor may use his/her vehicle within the Event space for unloading purposes only; to ensure the safety of RMSI staff/vendors/volunteers/guests, vendors arriving after 11:30am will not be allowed to drive vehicles in the Event space.
10. **Hours of Operation:** Service/Shop Hours of Operation for all vendors: 1pm – 5pm. Vendor is encouraged to be ready to serve/greet customers by 12:30pm. Booths must be fully staffed by 1pm and must remain fully staffed at all times. No Vendor will be allowed to continue sales/service past 5pm.
11. **Vendor Space:** Application entitles Vendor to one space large enough to accommodate a 10x10 booth OR mobile unit (food truck, cart, etc.). Vendor booth location is determined by RMSI, is subject to change, and is non-negotiable.
12. **Vendor Responsibilities:** Vendor must provide all supplies including but not limited to: tables, chairs, tents, food service equipment, water, generators, merchandise, cash/change, promotional and display materials, etc. Limit of one (1) canopy tent not exceeding 10'x10' (if needed) per Vendor. Vendor must supply adequate weights and/or securement equipment for canopy tent.
13. **Booth Appearance:** At all times, Vendor will confine his/her display of items within his/her assigned vendor area. Vendor is responsible for maintaining a neat and orderly booth area and properly dispose of trash and waste before, during, and after the Event. If Vendor leaves excess trash or damage, Vendor may be charged any fees levied upon RMSI or participation in future events may be restricted.
14. **Smoking & Animals:** Smoking is prohibited. No animals are permitted at the event other than visual aid dogs.

Failure to comply with above terms and conditions may result in automatic closure and may result in revocation of vendor space without refund.



**Spirit & Soul Festival 2018**  
**ARTISAN/RETAIL & INFO BOOTH Vendor Registration Form**  
 Saturday, September 15, 2018 | 1pm-5pm

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

Business Information \*complete all that apply\*

Business License# \_\_\_\_\_

Seller's Permit # \_\_\_\_\_

Resale License # \_\_\_\_\_

Nonprofit EIN# \_\_\_\_\_

**Vendor Type \*Select One\***

**Early By 8/20      Late 8/21-8/27**

<input type="checkbox"/> Retail/Artisan—Downtown Richmond Merchant	\$40	\$60
<input type="checkbox"/> Retail/Artisan—Greater Richmond/Bay Area & Beyond	\$50	\$70
<input type="checkbox"/> Information Booth—Nonprofit/Community Organization	\$10	\$20
<input type="checkbox"/> Information Booth—Nonprofit/Community Org. w/ Sales	\$25	\$45
<input type="checkbox"/> Information Booth—Commercial Business	\$40	\$60

<b>Equipment Rental (optional)</b>	<input type="checkbox"/> 6' table: \$10 <input type="checkbox"/> Chair: \$5 <input type="checkbox"/> 11' Market Umbrella: \$50 <input type="checkbox"/> 10'x10' Canopy Tent: \$110	<b>Total=</b>	
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**Total Fee Enclosed** (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 Registration does not entitle or guarantee to me a vendor booth space; that RMSI reserves the right to accept or deny this Registration for any reason and at any time; that RMSI will contact me regarding the status of this Registration's acceptance by the participation determination deadline outlined in the Vendor Terms and Conditions.

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

**Ways to Submit this Registration Form**

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

