



10th annual Healthy Village Festival

INFORMATION PACKET -- ARTISAN/RETAIL & INFO VENDORS

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 VENDORS 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

Dates: Saturday, June 29

Time: 10am-2pm

Set-up: 8:30am-9:30am

Location: Community Green Space, Harbour Way & Macdonald Avenue, Richmond, CA 94801

FEE SCHEDULE & REGISTRATION DEADLINE

Vendor Type*	Fee*	Deadline
Retail/Artisan—Downtown Richmond Merchant*	\$25	Friday, June 14
Retail/Artisan—Greater Richmond/Bay Area & Beyond	\$35	
Information – Nonprofit/Community Organization	\$15	
Information – Nonprofit/Community Organization with Sales	\$25	
Information – Commercial Business	\$40	

*More info about vendor types on page 2.

IMPORTANT INFO AT-A-GLANCE:

- Information booths are highly encouraged to provide interactive activities related to health and wellness.
- **Space is limited** and available on a first-come, first-reserved basis.
- **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 APPLY – CHOOSE ONE

1. ***RECOMMENDED*** Online at www.richmondmainstreet.org/vendors and send any additional paperwork via email to outreach@richmondmainstreet.org
2. **Mail or drop off** completed Registration Form (Page 4), additional paperwork, and payment to:
Richmond Main Street, c/o Alicia Gallo, 1600 Nevin Plaza, Richmond, CA 94801
3. **Fax** completed Registration form and additional paperwork to: (510) 236-4052, Attn. Alicia Gallo
4. **Email** PDF of completed Registration form and additional paperwork to: Alicia at outreach@richmondmainstreet.org

Contact: Alicia Gallo, (510) 236-4049 or outreach@richmondmainstreet.org

Healthy Village Festival 2019
Artisan/Retail & Info Vendor Registration Requirements & Fee Schedule

FEE SCHEDULE & DEADLINES

Vendor Type*	Fee*	Deadline
Retail/Artisan—Downtown Richmond Merchant*	\$25	Friday, June 14
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VENDOR TYPE DEFINITIONS & REGISTRATION REQUIREMENTS

Vendor Type & Definitions	Business License	Seller's Permit	Resale License	EIN#
Retail/Artisan—Downtown Richmond Merchant Business selling non-food items (jewelry, clothing, candles, paper goods, home decor, accessories, art, etc.) <u>AND</u> operating within the boundaries of the Historic Downtown Richmond commercial district: 6th-16th St. between Bissell and Barrett Ave.	Y	Y	If applicable	N
Retail/Artisan—Greater Richmond/Bay Area & Beyond Business selling non-food items (jewelry, clothing, candles, paper goods, home decor, accessories, art, etc.)	Y	Y	If applicable	N
Information—Nonprofit/Community Organization 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
Information —Nonprofit/Community Org. w/ Sales Nonprofit organizations, community groups, governmental departments, office of elected officials, educational agencies, churches, etc. providing information/resources, giveaways (non-food), activities <u>AND</u> selling merchandise.	Y	Y	If applicable	Y
Information —Commercial Business 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

Still have questions? Contact Alicia Gallo: (510) 236-4049 or outreach@richmondmainstreet.org

Healthy Village Festival 2019

VENDOR TERMS AND CONDITIONS

1. **Registration:** Vendor must complete the Healthy Village Festival 2019 Artisan/Retail & Info Vendor Registration Form (Registration), also available online at 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 food vendor options. RMSI reserves the right to deny any Registration for any reason. **Registration Deadline: Friday, June 14**
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 version of 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 his/her participation, all fees paid may 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 Registration. Availability of equipment is not guaranteed after Registration deadline. Cancellation of rental must be made at least 1 week in advance. Equipment rental fees are non-refundable if cancellation occurs less than 1 week 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. **Set-Up:** Set-up begins at 8:30am and Vendor must be fully set-up by 9:30am. All vendors must check in with RMSI staff before setting up. Vendor space is not guaranteed to vendors who arrive after 9:30am. Vendor may use his/her vehicle within the Event space for set-up purposes only; to ensure the safety of RMSI staff, vendors, volunteers, and guests, vendors arriving after 9:30am will not be allowed to drive vehicles in the Event space for set-up.
8. **Hours of Operation:** Service/Shop Hours of Operation for all vendors: 10am – 2pm. All vendors are advised to be ready to serve/greet customers by 9:45am. Booths must be fully staffed by 10am and must remain fully staffed at all times. No Vendor will be allowed to continue sales/service past 2pm. All vendors must complete clean-up and vacate event space by 3pm.
9. **Parking:** Street parking available in surrounding neighborhood.
10. **Vendor Space:** Registration entitles Vendor to one space large enough to accommodate a 10x10 booth space. Vendor booth location is determined by RMSI, is subject to change, and is non-negotiable.
11. **Vendor Responsibilities:** Vendor must provide all supplies including but not limited to: tables, chairs, tents, food service equipment, generators, water, 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. Vendor will not be allowed to set-up canopy tent without use of weights.
12. **Booth Appearance:** 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.
13. **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.



Healthy Village Festival 2019 ARTISAN/RETAIL & INFO BOOTH VENDOR REGISTRATION FORM

Vendor Information

Company/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Name: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Onsite Contact: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Information/Activity offered and/or items for sale: _____

Business Information *complete all that apply*

Richmond Business License# _____

Mobile Operator Permit # _____

Nonprofit EIN# _____

Vendor Type *Select One*

	Fee
<input type="checkbox"/> Retail/Artisan—Downtown Richmond Merchant	\$25
<input type="checkbox"/> Retail/Artisan—Greater Richmond/Bay Area & Beyond	\$35
<input type="checkbox"/> Information—Nonprofit/Community Organization	\$15
<input type="checkbox"/> Information—Nonprofit/Community Org. w/ Sales	\$25
<input type="checkbox"/> Information—Commercial Business	\$40
Equipment Rental (optional)	___ 6' table @ \$10/ea ___ 11' Market Umbrella @ \$50/ea ___ Chair @ \$5/ea ___ 10'x10' Canopy Tent @ \$110/ea Total=
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 _____

Registration Deadline: Friday, June 14, by 5pm

Ways to Submit this Registration

1. Mail to or drop off this completed form and payment:
Richmond Main Street Initiative, c/o Healthy Village Festival
1600 Nevin Plaza, Richmond, CA 94801
2. Fax completed Registration to (510) 236-4052, Attn: Alicia Gallo
3. Email PDF of completed Registration to:
outreach@richmondmainstreet.org and send payment separately