

## 2023 Vendor Information Packet

### **ABOUT TASTE OF RICHMOND**

Annual event celebrating Richmond's diverse food and beverage scene. An opportunity for Richmond restaurants, caterers, food and beverage manufacturers, and mobile food vendors to showcase their signature products. Also featured: live music, & culture

### **WHEN & WHERE**

**Date:** Saturday, July 15, 2023

**Event Time:** 11am – 4pm

**Set-Up:** 8am – 10am

**Location:** Richmond Civic Center  
450 Civic Center Plaza, Richmond, CA 94804

### **REGISTRATION**

**Deadline: June 12**

*Registration (Eventbrite), health permit form, any additional paperwork, **and** payment must be submitted by this date.*

#### **Requirements ~ For ALL Vendors**

- ☐ Registration: Eventbrite (link below)
- ☐ (FOOD VENDORS ONLY) Health Permit Form: complete, sign, and return [Temporary Food Facility Operator](#) form
- ☐ If applicable, submit copy of:
  - Valid operator permit or commercial kitchen lease
  - Valid mobile food operator permit
  - Cottage Food Operations (Homemade Food Act) permit

#### **Ways to Register**

1. **Eventbrite:** Complete registration at <https://tinyurl.com/torvendor23>; Complete PDF of Health Permit Form and submit it to [tasteofrichmondca@gmail.com](mailto:tasteofrichmondca@gmail.com) (FOOD VENDORS ONLY)

**VENDOR RESPONSIBILITIES:** All vendors are responsible for reading, understanding, and adhering to Vendor Terms and Conditions outlined on Page 2.

### **CONTACT**

**Registration & Participation Questions:** Lamarla Guillory, Ronnie Mills [tasteofrichmondca@gmail.com](mailto:tasteofrichmondca@gmail.com)

**Fiscal Agent & Registration Management:** Andrea Portillo-Knowles, [director@richmondmainstreet.org](mailto:director@richmondmainstreet.org), Ronnie Mills, [admin@richmondmainstreet.org](mailto:admin@richmondmainstreet.org) or (510) 236-4049

**Facilities & Day-of Operations:** Lamarla Guillory, [tasteofrichmondca@gmail.com](mailto:tasteofrichmondca@gmail.com)

## TASTE OF RICHMOND 2023 VENDOR TERMS AND CONDITIONS

1. **Registration:** Vendor must complete and submit the Taste of Richmond 2023 Vendor Registration (Registration) and submit any supplemental paperwork in full. Space is limited and available on a first-committed, first-reserved basis.
2. **Contract:** A submitted Registration is an offer to contract between Taste of Richmond organizers and Vendor to participate in Taste of Richmond 2023 (Event). 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 directed by Event organizers. Permission to exhibit/participate/sell 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 Event organizers. Accepted Registration allows for Vendor to participate in the Event, but does not guarantee sales.
3. **Payment:** Payment is due in full at the time of registration and can be made via Eventbrite Registration; Without payment, Registration is not complete.
4. **Cancellation:** If, for any reason, Vendor cancels participation prior to June 12, registration fee will be returned. If, for any reason, Vendor cancels participation after June 12, or does not participate in Event, all payments made pursuant the contract will be retained by Taste of Richmond. *Cancellation of participation must be made by Vendor contacting Bashworth Events or RMSI directly.*
5. **Liability:** Upon submission of Registration, Vendor releases RMSI, Bashworthy Events, City of Richmond Economic Development Commission, and Event organizers 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.
6. **Event Location/Venue:** Richmond Civic Center, 450 Civic Center Plaza, Richmond, CA 94804
7. **Parking:** Food Truck Vendors are guaranteed 1 parking space in reserved area within Civic Center Plaza. Additional parking available in general parking area. Vendor is prohibited from parking in Handicap spaces, except for purposes of loading/unloading during set-up/clean-up periods, respectively.
8. **Vendor Space:** Registration entitles Vendor/Info booth space for two (2) 8 ft. table sections. Vendor booth location is determined by Event organizers, is subject to change, and is non-negotiable. Registrant is responsible for providing own tabling, but back-of-house space is available for prep and supplies. Access to power outlets is available; for questions related to voltage, etc., contact.
9. **Set-Up:** Set-up begins at 8am. Vendor must check in with Event organizers staff before setting up. Vendor space is not guaranteed to vendors who arrive at or after 10am. Vendor must be fully set-up and ready for health inspection by 11am.
10. **Hours of Operation:** Service Hours of Operation for all vendors: 11am–4pm. Booths must remain fully staffed at all times. No Vendor will be allowed to continue service past 4pm. No vendor shall be entitled to clean-up or depart prior to 4pm.
11. **Service:** Vendor agrees to provide at least one free taste per person. Portions guidelines are: wine: 2oz, beer: 4oz, non-alcoholic beverage: 2-4oz, food: 2-3oz. Additional small plates may be sold after the participants first tasting.
12. **Clean-Up:** Vendor is responsible to cleaning up their booth space. A \$50 fee will be incurred if booth space is kept clean.
13. **Vendor Responsibilities:** Vendor must provide all food service and payment processing supplies and equipment. Vendor set-up must comply with the sanitation requirements of Contra Costa County, as outlined in the Requirements for Temporary Food Facilities document (provided to each vendor and available online).
14. **Prohibited:** Smoking; Political activity/campaigning; Violence or threats of violence. Animals (therapy/aid animals excepted).