



**October 12-14, 2018  
Food Vendor Application**

EACH APPLICATION must be accompanied by a non-refundable \$25.00 application fee. Failure to pay the application fee will result in your application being voided.

Applications must be delivered to our office on or before the close of business on March 30, 2018. The Richmond Folk Festival reserves the right to limit vendor menu options.

Name:	
Business Name:	Tax ID #
Address:	City: State: Zip:
Day Phone: ( )	Evening Phone: ( )
Email:	
Tent spaces are 10x20 set ups; 20' long x 10' deep. Will you need additional tent space? If so how much and the location? Example; addition 10 feet in the rear of setup.	
Measurement width & length of support vehicle that will be needed at your tent.	
If your set-up is a self-contained trailer/food truck, please list length including tow hitch and width.	
If you are a self-contained trailer/food truck, please list size of tent needed for support and the location of the tent.	
Will you operate from the driver or passenger side of your vehicle?	
10x20 tent rental	\$200.00/per tent =
First 20 amps/120-volt circuit	No charge
Additional 20 amps/120-volt circuit	\$25.00
20 amps/240-volt circuit	\$150.00
30 amps/240-volt circuit	\$200.00
50 amps/240-volt circuit	\$225.00
Vendor Fee:	
Commercial:	\$1700.00
Non-Profit	\$800.00
Total amount due:	\$

Please attach the following: photo/sketch of your layout, previous festival experience, a reference from 3 previous festivals.

**Please do not list previous Richmond Folk Festivals as a reference.**

**Applications received without these attachments will not be considered.**

Please list ALL food(s) you would like to sell:


Hours of operation (**subject to change and/or adjustment**) Food vendors must remain open for the duration of the Festival:

Friday: 5:00 p.m. to 9:30 p.m.

Saturday: 11:00 a.m. to 9:30 p.m.

Sunday: 11:00 a.m. to 6:30 p.m.

Please initial each item:

If I am accepted as a food vendor:

<input type="checkbox"/>	I agree to provide certification of insurance. (see guidelines)
<input type="checkbox"/>	I understand that my space rental fee will not be refunded after July 6, 2018.
<input type="checkbox"/>	I understand that after September 4, 2018, I will not be able to request an additional tent(s).
<input type="checkbox"/>	I understand that after September 4, 2018, additional electricity may not be available.
<input type="checkbox"/>	I understand that the Festival does not carry insurance to cover my personal property and that I store equipment at my own risk.
<input type="checkbox"/>	I understand that as an independent contractor, I will be responsible for reporting sales tax directly to the Commonwealth of Virginia.
<input type="checkbox"/>	I understand that the festival makes no sales guarantees.
<input type="checkbox"/>	The Richmond Folk Festival reserves the right to limit vendor menu options.
<input type="checkbox"/>	I have read the Vendor Guidelines and agree to abide by them.
<input type="checkbox"/>	I agree to buy <u>ALL</u> beverage products and <u>ICE</u> from the Richmond Folk Festival, unless I have been given permission to sell a specialty drink. Failure to do so will result in the Festival closing the beverage sales at my location.
<input type="checkbox"/>	I understand that I am responsible for completing a City of Richmond Health Department Temporary Food Establishment application. If the application and/or necessary proof have not been submitted before September 4, 2018, the Richmond Folk has the right to terminate my contract.
<input type="checkbox"/>	I understand that I must maintain and acknowledge a separate line for staff/artist during the event. This line must be serviced quickly.
<input type="checkbox"/>	I must accept event food tickets, for which I will be reimbursed. I must redeem food tickets by October 26, 2018 for reimbursement.
<input type="checkbox"/>	I understand that some food courts and stage hours will not coincide with the festival hours listed above, and I will be notified in advance if this will affect my vending.
<input type="checkbox"/>	I understand that all supplies and employees must be on site one hour prior to the start time of the festival. Failure to do so will result in unloading of supplies and parking off site. NO EXCEPTIONS!

Signature:

Date:

**Please do not send vendor fees until you have received written notification of your acceptance. You must execute Venture Richmond Events, LLC's food/beverage contract upon acceptance to participate.**

VENTURE RICHMOND EVENTS, LLC  
Richmond Folk Festival  
200 S. Third Street  
Richmond, VA 23219