



Earth Day Richmond

Saturday, April 23rd, 2016

11:00am – 5:00pm

Great Shinlock Park in Shockoe

Earth Day Richmond Corporate Vendor Application

The Enrichmond Foundation proudly presents the **23rd Earth Day Richmond**, central Virginia's premiere and longest-running Earth Day Celebration. We are gearing up for another great year of live music, local food, beer, outdoor activities, and an environmentally friendly, earth-conscious vendor marketplace! Every year, Earth Day Richmond entertains thousands of folks who want to learn about and celebrate the local resources that make our world a more sustainable place to live. We expect this to be one of the best events on the spring calendar. We have great corporate opportunities available and hope that you will be able to join us. Applications are due **April 1st, 2016**.

Company and Contact Information

Company Name: _____

Company Website: _____

Contact Name: _____

Phone: _____

Email Address: _____

State of Virginia sales tax ID number or federal tax ID number: _____

Please provide your company social media handles for the following networks if applicable. This will help us learn more information about your organization and promote the event through our social media networks.

Facebook- _____

Twitter- _____

Instagram- _____

Do you plan to sell a product at your Earth Day space? There are locations within Shiplock Park where sale are not permitted. This information will help us to select festival locations to suit our vendor's needs. _____.

SELECT VENDOR CATEGORY:

_____ Corporate Exhibitor Level 1: \$400

Space Includes:

-10x10 space in prime, high traffic festival location to promote product or company

-Company logo listed on Earth Day Richmond website

-Six-foot table and two chairs

Please provide a description of what you plan to do onsite at the festival and an explanation of how your business relates to Earth Day. We also request that applicants submit pictures of their typical booth set up at events along with their application.

_____ **Corporate Exhibitor Level 2: \$550 (Company must commit by March 4th to be included on poster)**

Space Includes:

- 20x10 space in prime, high traffic festival location to promote product or company
- Company logo listed on Earth Day Richmond website
- Company logo featured on event poster (March 4th deadline).
- Six foot table and two chairs for festival use

Please provide a description of what you plan to do onsite at the festival and pictures of your typical booth setup at events. Please indicate if you plan to sell product at your corporate space.

Optional Equipment Rentals

Please Note: equipment rented will be set up in your vendor space upon your arrival

_____ **Tent Rental \$100 (10x10 and includes weights)**

_____ **Six-Foot Table and Two Chairs- \$15**

IMPORTANT VENDOR INFORMATION

1. All tents used at the festival MUST be weighed down. Be sure to bring your own weights.
2. Vendors are required to stay the duration of the festival.

APPLICATION DEADLINES

Applications are due Wednesday, March 30th, 2016. Vendors will be notified of their acceptance by April 1st, 2016. If accepted into the festival, payments will be due Friday, April 8th, 2015.

Please Read and Sign:

I request permission to exhibit or sell during the 23rd Earth Day Richmond festival. I give consent to having published any picture, video, or news release of my business for news and advertising purposes of the market. I agree to indemnify, keep, and hold harmless City of Richmond, the Enrichmond Foundation and its partners, agents, or employees from any and all claims and demands, whether for injuries to person, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by Vendor and shall defend at Vendor's own expense any action brought against the City of Richmond, the Enrichmond Foundation or its partners, agents, or employees, as a result of the Vendor's acts or omissions. I affirm that I have attached a copy of my State of Virginia Sales Tax ID in order to sell at the Earth Day Richmond festival. I agree to clean up and remove all items from my vendor space within one hour of event end time. Upon completing and signing this application, if accepted as a vendor into the festival, I agree that there will be no cancellation of this agreement and no refunds granted by the Enrichmond Foundation.

Signed: _____ Date: _____