



Earth Day Richmond
Saturday, April 23rd, 2016
11:00am – 5:00pm
Great Shinlock Park in Shockoe

Earth Day Richmond Food 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 food vendor opportunities available and hope that you will be able to join us. Applications are due **March 14th, 2016**.

Company and Contact Information

Company Name: _____

Company Website (if applicable): _____

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- _____

SELECT VENDOR SPACE

_____ **Food or Restaurant Vendor- Single Space: \$250-** Fee includes: a 10x10 space, you provide table and chairs (if you need more than a 10x10 space, be sure to select a larger event space.)

Restaurants, food trucks and caterers using locally-sourced ingredients are encouraged to apply. All food vendors must use compostable serve ware (will be provided) and must agree to participate in the event's compost and recycling programs. No Styrofoam containers are permitted at this event.

What menu items would you like to offer if accepted? Please also attach pictures of your typical booth set up at events to your application.

Will you be bringing a food cart or truck? (include dimensions) YES: _____ NO: _____

Will you be bringing a smoker to cook on site? YES: _____ NO: _____

Will you be bringing a generator? (80 decibel limit) YES: _____ NO: _____

_____ **Food or Restaurant Vendor: Double Space \$450-** Fee includes: a 20x10 space, you provide table and chairs

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What menu items would you like to offer if accepted? Please also attach pictures of your typical booth set up at events to your application.

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Will you be bringing a smoker to cook on site? YES: _____ NO: _____

Will you be bringing a generator? (80 decibel limit) YES: _____ NO: _____

Optional Equipment Rentals

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

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

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

IMPORTANT FOOD VENDOR INFORMATION

1. After food vendors have been accepted, they will be given instructions to register with the City of Richmond Health Department. Event organizers will provide you with directions for this process as soon as you are notified of your acceptance. **Please do not submit an application directly to the Health Department.** This is a change from last year's process.
2. Food vendors must submit a copy of their Certificate of Insurance (see instructions below)
3. Vendors must provide their State of Virginia Sales Tax ID or federal tax ID number along with your vendor application.
4. All tents used at the festival **MUST** be weighed down. Be sure to bring supplies to weigh down your tent.
5. Food vendors are required to stay the duration of the festival.

INSURANCE AND INDEMNIFICATION

In addition to payment, the Exhibitor **must** also mail or [email](#) a copy of their **Certificate of Insurance** naming, as additional insured, The Enrichmond Foundation. The exhibitor should carry insurance for a single limit of not less than \$1,000,000 per occurrence for its employees, agents, contractors' representatives, volunteers, guests and invitees.

EVENT SET-UP AND CLEAN-UP

Food vendor set-up begins three (3) hours prior to start time. Food vendors must be ready for health inspections one (1) hour prior to start time. All vendors must be cleaned up and vacate the premises within one (1) hour of event end time.

FOOD VENDOR APPLICATION DEADLINES

Applications are due Monday, March 14th, 2016. Vendors will be notified of their acceptance by Wednesday, March 16th, 2016. If accepted into the festival, payments will be due Friday, March 25th, 2015. Vendors will receive payment instructions and options after they have been accepted into the festival.

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: _____