



# Richard Bland College of WILLIAM & MARY

## *Pecan Festival in the Grove*

Saturday, October 29, 2016 10:00AM – 5:00PM

### Vendor Application

Name of Business or Organization\_\_\_\_\_

Mailing Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Company Website\_\_\_\_\_

Email address (for event communication)\_\_\_\_\_

Contact Name\_\_\_\_\_

Cell phone\_\_\_\_\_ Other phone\_\_\_\_\_

Description of your display and products\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**All non-food spaces are approximately 10' x 20' or 10' x 40'.**

**No electricity provided for non-food vendors; generators are allowed. Electricity only provided to food vendors.**

*Deadline to submit application is October 18, 2016*

Tents must be securely weighted down; staking of tents is not allowed in the grove.

\_\_\_\_\_ **Government Services OR Non-profit organization (no sales)**

**10' x 20' booth: \$25**

\_\_\_\_\_ **Arts and Crafts / Small Business**

**10' x 20' booth: \$50**

**10' x 40' booth: \$75**

\_\_\_\_\_ **Businesses / Corporations / Political Party**

**10'x 20' booth: \$100**

**10' x 40' booth: \$175**

\_\_\_\_\_ **Food Vendor**

**10' x 10' booth: \$100**

**10' x 20' booth: \$175**

**10' x 30' booth: \$250**

**10" x 40" booth: \$300**

\_\_\_\_\_ **Table Rental, 1 table and 2 chairs - \$25 per package**

Please make checks payable to: ***Richard Bland College Foundation.***

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Total payment: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return application to:**

[events@rbc.edu](mailto:events@rbc.edu)

**Richard Bland College, Pecan Festival, 11301 Johnson Road, Petersburg, VA 23805**

**Fax (804) 862-6490**

Office Use Only-

\_\_cash \_\_mo

Ck# \_\_\_\_\_

\_credit card

## Terms and Conditions

**Assignment of Vendor Space:** Space will be assigned with due consideration to a Vendor's preference based upon date of receipt of application & payment. Specific space locations and/or exhibitor request cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the Festival committee. Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of the Festival committee.

**Booth Dimensions and Design:** Booth size will be dependent upon your reservation selection. Vendors may purchase multiple spaces. Space reservations are for space only. Exhibitor is responsible for own signage. All exhibits must be freestanding. No bolts, screws, hooks, or nails shall be driven into buildings, sidewalks or pavement. Exhibit space must be occupied throughout the entire duration of the event. Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of the Festival committee.

**Application must be submitted by October 18, 2016.**

**Food Vendor Requirements:** All food vendors must submit a menu of the items you wish to sell. All food vendors must provide a copy of Certificate of Liability. You must a valid Health Department license to participate in the Festival. Health Department's forms MUST be submitted thirty (30) days prior to the Festival.

**Vendor Responsibilities:** No alcoholic beverages other than those purchased at the Festival are permitted. Any item displaying profanity or discriminatory symbols, words, etc. is strictly prohibited. Vendor's employees or contract associates of any kind participating in booth activities must have appropriate "ID" as evidence to show at entrance gates for admittance. Festival tickets, wristbands and/or glasses are not provided to vendors. Additional vendor tickets can be purchased in advance for \$10. Vendors are responsible for the collection Virginia State sales tax and maintenance of appropriate documentation for state inspection. Sidewalks and walkways MUST be kept clear. All exhibitor products and materials must be stored and maintained within booth space allotted. Large items, such as packaging and/or boxes must be broken down.

**The event is scheduled for 10 a.m. – 5 p.m.** All vendors must staff the booth at all times during the festival. Booths may be set up on Saturday morning beginning at 7 a.m. Booth preparation must be completed, inclusive of the removal of any vehicles, by 9:30 a.m. Vehicles can remain in the grove, weather permitting, within the confines of the vendor space. No vehicles are allowed to move in the grove for take down prior to 5 p.m. on Saturday.

Space is limited. Application will be reviewed for acceptance by Festival vendor committee and notified of acceptance. All fees must accompany the attached registration form. Checks should be made payable to the Richard Bland College Foundation, 11301 Johnson Road, Petersburg, VA 23805. If you are not accepted, your deposit will be refunded. Subletting space to another vendor is prohibited. Vendors are expected to furnish their own tents, tables and chairs, display racks and any other items required for their display. The vendor participating is solely responsible for bringing any protective weather items. Each vendor is responsible for cleaning his or her own space during the event. All trash must be bagged and brought to the dumpster.

Quiet and fumeless generators can be considered, please make arrangements prior to the Festival. Pets are not allowed on the Festival grounds. There will be no refunds given for spaces once you have been accepted as a participant in Festival. Returned NSF checks will acquire a \$35.00 fee.

☒ I have read and agree to the terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_