



Saturday, October 22, 2022, 11:00AM – 5:00PM
Set-Up Times are in Terms and Conditions

VENDOR APPLICATION

Name of Business or Organization
Mailing Address (Street, City, State, Zip)
Company Website
Email Address (For ALL Event Communication)
Contact Name
Cell Phone
Contact Name
Cell Phone
Description of your display and products

In addition to the Terms and Conditions, take note of the following important information:

- No electricity is provided for vendors; gas generators are allowed.
 - Vendors must provide their own tents, tables and chairs (*tables/chairs rentals are available).
 - Tents must be securely weighted down; staking of tents is **NOT** allowed in the grove.
 - ***Deadline to submit application is September 30, 2022***
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Name of Business or Organization: _____

MAKE SELECTION	VENDOR TYPE	FEE & BOOTH SIZE*
	Government Services OR Non-Profit Organization [NO SALES]	\$45 – 10' x 10' Booth
	Arts & Crafts / Small Business	\$100 – 10' x 20' Booth \$150 – 10' x 40' Booth
	Business / Corporations / Political Party	\$150 – 10' x 20' Booth
	Food Vendor	\$125 – 10' x 10' Booth \$150 – 10' x 20' Booth \$200 – 10' x 30' Booth
	Food Trucks	\$150 per space
	Table Rental	\$25 per package (1 Table and 2 Chairs)

*** If you require more space, you will need to rent two or upsize – see chart above.**

PAYMENT OPTIONS

- CHECK.** Make check payable to: **Richard Bland College Foundation**
- CREDIT CARD.** *If you prefer to process over the phone, call (804) 862-6497.*
Name on Card: _____
Credit Card #: _____ CSC (3 digits on back) _____ Exp. Date: _____
Total Payment: \$ _____ Signature: _____

PLEASE RETURN APPLICATION AND PAYMENT TO:

SCAN AND EMAIL TO: events@rbc.edu

OR

MAIL TO: Dianna Lester
c/o Richard Bland College
11301 Johnson Road
S. Prince George, VA 23805

Questions? Call Dianna Lester, Events & Auxiliary Programs Manager at (804) 862-6497

Office Use Only

Date Rcv'd _____ Ck# _____ Credit Card _____ Processed By: _____

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 director. Exhibitors may not permit other companies to use their space, or any part thereof.

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 director.

Application must be submitted by September 30, 2022.

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 have a valid Health Department license to participate in the Festival. **Health Department's forms MUST be submitted thirty (30) days prior to the Festival.** Festival director will email further information to you. You must email a copy of your food truck sticker or include a note with your application that you are applying for your license.

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. Vendors are responsible for the collection Virginia State sales tax and maintenance of appropriate documentation for state inspection. 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 Saturday from 11 a.m. – 5 p.m. All vendors must staff their booth at all times during the Festival. Booths may be set up the Friday prior to the Festival from 1 – 5 p.m. or Saturday morning beginning at 7:30 a.m. **Booth preparation must be completed, inclusive of the removal of any vehicles, by 10 a.m.** Vehicles that are part of the booth can remain in the grove, weather permitting, within the confines of the vendor space. Vendor parking will be specified within the grove. 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 director and notified of denial. All fees must accompany the attached registration form. Checks should be made payable to the Richard Bland College Foundation, 11301 Johnson Road, S. Prince George, 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, fumeless, gas powered generators can be considered, please make arrangements and notify event director prior to the Festival. No electric generators are allowed. If you have a generator, you must notify the Festival director so you can be placed on the outside row of the vendors. 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: _____