



EXHIBITOR APPLICATION AND CONTRACT

DUE: April 1, 2011

Event Date: Saturday, April 23, 2011 12pm to 7pm

Location: South of 14th Street Bridge, Hull Street, 1st-4th Streets & surrounding area of Art Works/Plant Zero.

If this application is accepted, it will be the undersigned exhibitor's Contract Agreement to exhibit and/or sell the Products or Services described below for the full run of Earth Day Richmond 2011.

Exhibitor: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State/Zip: _____

Phone: (____) _____ Website: _____

Email: _____

Products to be displayed/sold at your booth: _____

Signature: _____

Return signed contracts with payment by April 1, 2011 to:

Enrichmond Foundation

6 North Laurel Street
Richmond VA 23220

Checks should be written to the "Enrichmond Foundation."
Please also include "Earth Day" in the memo line.

Booth Fees:

- For Profit / Retail = \$200.00 if received by April 1st
- Non-Profit, Artisan, and Farmers = \$75.00 if received by April 1st

Fees include a 10 x 10 space and one 6-foot table. All other items (tent, chairs, etc.) are the vendor's responsibility. Fees also include marketing benefits such as name recognition in Style Weekly's Event Insert and mentions on our twitter, facebook, and the Earth Day Festival blog.

Permits and Licenses (Required by City of Richmond):

Vendors must have insurance. Food vendors must also have a Health Certificate. Generally, no license is required for exhibitors. You will be asked to **display** your license/insurance at festival.

Electricity:

Electricity is not available this year. If you require electricity for your display, **YOU MUST CONTACT US BY APRIL 1st and you will/may be responsible for any additional fees to bring electricity to your area.**

Security:

Security **for your personal items and booth** will not be provided; however, parking lot monitors will be stationed at the parking lots at Mayo's Island and Art Works/Plant Zero.

Inclement Weather:

The event will be held rain or shine.

Clean Up/Trash Removal:

Litter generated by your display must be removed from site. Your help in removing all litter and debris would be appreciated. **We reserve the right to charge an additional fee for any trash, materials or debris not removed by vendors by 7:30 pm on day of event.**

Shipping/Loading and Unloading:

There will be no provision for shipping of display materials or products in advance or for outgoing shipments after the event. You will be able to drive a vehicle within a tenth of a mile of your display area to unload materials before and after the event, but only during these times:

Deliver materials from 10:00 and 11:00 a.m.

Directions: You will receive more specific directions after your event area is assigned.

Contact: If you have questions, please call Jacob Powell at 804-731-3164 or email jacobppowell@gmail.com.