

Festival of Hope

Vendor Information

Company / Business Name: _____

Contact Person:

Address:

Phone: _____

Email: _____

Description of Organization / Product:

Vendor Booth Fees:

10' x 10' Tent space: \$30 _____

10' x 10' Tent space for non-profit organizations: \$15 _____

Please make checks payable to: **A Stepping Stone**

Address:

3420 Pump Road #295

Richmond, VA 23233

All vendor agreements and payments must be received by May 6, 2016.



Vendor Agreement Rules and Regulations

This is a rain or shine event. No refunds will be granted for any reason. A Stepping Stone is not responsible for any loss or damage to persons or property. All vendors should have individual insurance policies in place to cover themselves and guests during the hours of the event.

Vendors will be responsible for injury, loss or damage that may occur to the vendor, the vendor employees, or property from any cause whatsoever prior to, during, or subsequent to the period covered by the vendor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each vendor shall assume such risk and expressly releases the organizer and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth by the exhibitor shall be the exhibitor's responsibility.

Cancellation: In the event a vendor must cancel their request for exhibit space, the rental fee paid will not be refunded. A Stepping Stone must be notified of all cancellations 5 days prior to the event. Please send to: campbell4c@gmail.com .

Insurance: The vendor is solely responsible for providing any comprehensive and general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased.

Exhibit Space: This is an outdoor event. Booths will be in a grassy area. Exhibits must not interfere with the use or appearance of other exhibits or impeded access to them or impeded the free use of the aisles.

Set-up: Each vendor will be assigned a designated exhibit space. Set-up for exhibit spaces will begin at 8:30am on Saturday, May 21, 2016. All vendors must be set up by 10:45am. All vehicles must be moved to the designated parking area by 10:45am.

Breakdown: All booths must remain intact and be staffed until closing (3:00pm).

Health and Safety: Each vendor is responsible for the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the event. Compliance is mandatory and the sole responsibility of each vendor.

Selling of Goods: The retail sales of goods will be permitted. Vendors will be responsible for completing the appropriate forms for Hanover County licenses (tax and health permits) that can be found through the Hanover County Planning and Development Department, as well as the Health Department. Confirmation needs to be received by A Stepping Stone by May 6, 2016. Please email all permits to: campbell4c@gmail.com .

Signed _____

Date _____