



Space Rental Application

PLEASE PRINT

EVENT NAME: _____

Please Check One: ___ **New Vendor** ___ **Returning Vendor (last here in Year _____)**

NAME OF BUSINESS: _____

NAME OF CONCESSION IF DIFFERENT: _____

CONTACT NAME: _____ **FED ID#** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: () _____ **CELL: ()** _____

EMAIL: _____ **FAX: ()** _____

PRODUCTS: *(Please list all items that you would like to sell or display. Contract space will be assigned based on this list. Once a contract is signed, you may not display or sell additional items without prior written consent. Violations may mean cancellation of contract and forfeiture of rental money. Please attach an additional page if necessary.)*

If selling, give price range \$ _____ to \$ _____.

Will a microphone be used? Yes No

Do you require water? Yes No

Do you require electricity? Yes No

“I certify that the information here is complete and true to the best of my knowledge.”

Signature of Applicant _____ **Date** _____

Rules and Regulations for Vendors

1. Applications will be accepted on a first come, first serve basis including returning vendors.
2. Applications will be approved by the management of Three One One Productions.
3. Completed applications and fees are due in full by **1 week prior to event date**.
4. Vendors will need to provide cooking equipment (gas grills and ovens permitted).
5. All vendors are responsible for sales tax compliance.
6. Vendors **MUST** remain open during festival hours. **NO EXCEPTIONS**.
7. Vendors must not run out of food.
8. Vendors **MUST** be ready to serve by 15 minutes prior to gate opening.
9. All vendors must register with the Vending Director prior to set-up. All set-up **MUST** be completed by 1 hour prior to gates or space will be forfeited. 10x10 or 20x20 space will be strictly enforced.
10. All vehicles **MUST** be out of the festival area by 45 minutes prior to gates.
11. Breakdown will begin immediately following event and must be completed within a reasonable time that day.
12. Security will be provided. However, the festival committee and its organizers will not be responsible for injuries, losses or damage of any kind.
13. Festival will commence regardless of weather.
14. Staff must be scheduled for entire festival.
15. All tables **MUST** be skirted or draped.
16. The appearance of the vendor booths will be subject to inspection and approval by the Vending Director. The Vending Director strongly suggests the use of festive decorations and may make suggestions for improvement. Our appearance to the city and community impact the longevity of the festival.
17. Sodas and water will not be distributed by the Vending Committee.
18. Vendors will sell sodas and water for \$2.00 a bottle.
19. Vendors will be expected to sign a waiver from Three One One Productions LLC at registration.
20. Applications must include the following:
(checklist attached **MUST** be included with application)
 - a. Application fully completed
 - b. Copy of valid health permit (if applicable)
 - c. Copy of insurance certificate
 - d. List of electric needs
 - e. Complete menu for the festival including prices
 - f. List of persons in charge and contact numbers for the weekend of the festival
 - g. Request for tables, chairs, or tent and additional check
Or acknowledgement that vendor will provide.
 - h. Make checks payable to Three One One Productions LLC or payment on website
 - i. Separate checks for entry fee, security deposit, and optional packages

Please complete and return this form to:

Micki Long, Director of Event
Three One One Productions LLC
Tel. (804) 304-6870
Fax (804) 346-3186
10505 Barbara Lane
Richmond, Va 23233
Email: micki@threeoneoneproductions.com

OUTDOOR SPACE: Please indicate your preference

OUTDOOR FOOD 10X10 guarantee = \$ _____
20x20 guarantee = \$ _____

(Footage must include all awnings, overhangs, trailer hitches, tent stakes, etc.)

OUTDOOR FOOD SPACE TOTAL \$ _____

ALL VENDORS AND CONCESSIONS: Please include with your application any literature pertaining to your product as well as a **photo**, sketch or plan for your display. This information is required to complete your application. **New Vendors:** You do not need to forward a deposit or payment at this time until your application is accepted. Thank you!

Food Vendor Checklist

Completed Application

Entry Fee

\$100 Security Deposit

Health Permit

Insurance Certificate

Menu with Prices for Festival

List of Electrical Needs

List of Persons in Charge and Contact Numbers for Festival

No, I do not require an optional package

Yes, I require an optional package. **See below for details.**

Vendor Additional Package Options

Additional deposit check of \$150 for 10 x 10 tent or \$250 for 20 x 20 tent required.

Indicate below your requested specific items and the quantity. Total your package and enclose 2 separate checks. One for the deposit amount if you chose a tent which will not be cashed unless deemed necessary at the end of the festival, and one for the total amount due. Items must be picked up and returned to an area to be announced by Vending Director.

Item	Size	Amount Per Item	Quantity	Subtotal
Tent	20x20	\$250	_____	_____
Tent	10x10	\$150	_____	_____
Chair	1 chair	\$2	_____	_____
Table	8 x 3 ft	\$12	_____	_____
Table and 2 Chairs	Pkg	\$15	_____	_____
Electricity needed		\$50	_____	_____
Total due			_____	<div style="border: 1px solid black; background-color: yellow; width: 60px; height: 15px;"></div>