



## Space Rental Application

**PLEASE PRINT**

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.)*

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

Will a microphone be used? Yes No

Vendors are responsible for their own electric/water needs.

*"I certify that the information here is complete and true to the best of my knowledge. If applying for the arts & crafter rate I promise that all items sold at my booth are hand-made by myself as a crafter and am aware that I will be asked to leave and forfeit my fee if I try to vend otherwise"*

**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. **All applicants for Arts & Crafters must sign statement below indicating that all items to be sold are hand made by crafter and any exception to this rule will be asked to leave and forfeits his/her crafting fee.**
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 check in with the Vendor Liaison prior to set-up. All set-up **MUST** be completed by 1 hour prior to gates or space will be forfeited. 10x10 or 10x20 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. If date change is required due to dangerous conditions as determined by event committee and police, you will be notified as soon as possible.
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 Vendor Liaison. Three One One LLC 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 Food Committee.
19. Vendors will sell sodas and water for \$2.00 a bottle.
20. Vendors will be expected to sign a waiver from Three One One Productions LLC at registration.
21. Applications must include the following:  
(checklist attached **MUST** be included with application)
  - a. Application fully completed
  - b. Copy of valid health permit if food vendor
  - c. Copy of insurance certificate
  - d. Copy of Richmond City Food Service Permit Application
  - 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 the reverse 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](mailto:micki@threeoneoneproductions.com)

## 2010 SHAMROCK THE BLOCK SPACE RENTAL RATES

\*Arts & Crafts: \$ 50 10 x 10 space

**\*defined as hand-made crafted products made by crafter. Please be sure to include pictures or a brochure.**

Novelties: \$150 10x10 space

Commercial businesses: \$500 10x10 space

Food vendors \$ 750 10x10 space full menu  
\$ 250 10x10 space single menu item

\$100 Security deposit for **STREET CLEANING**  
**Street must be clear of grease stains**  
(separate check will be returned upon completion of the festival if all rules and regulations are abided by)

**\*\*Fee schedule does not include the fees for marketing companies, promotional product displays, sampling events, and mid to large size companies. These are single vendor fees only.**

**Please email [micki@threeoneoneproductions.com](mailto:micki@threeoneoneproductions.com) or call (804) 304-6870 for pricing.**

**OUTDOOR SPACE: Please indicate your preference**

**OUTDOOR FOOD** 10X10 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. Thank you!

