

The Festival of India 2024

www.thefestivalofindia.org

September 28th and September 29th

VENDOR BOOTH CONTRACT

EVENT LOCATION: Greater Richmond Convention Center, 403 N. 3rd Street, Richmond, VA, 23219

BUSINESS NAME: _____

NAME OF PERSON/OWNER/CEO: _____

BUSINESS MAILING ADDRESS: _____

DESCRIPTION OF GOODS TO BE SOLD/SERVICE:

Note: No religious or political vendor booths are allowed at the Festival of India.

CONTACT INFORMATION: cell phone#: _____ work phone #: _____

Fax #: _____ email: _____

REQUESTED BOOTH NUMBER(s): _____ ALLOCATED BOOTH NUMBER(s): _____

TOTAL AMOUNT DUE: _____ PAYMENT MODE: CHECK #: _____ CASH: _____

CREDIT CARD #: _____ DATE OF EXPIRY: _____ CVC: _____

REQUESTS/NOTES: _____

TERMS AND CONDITIONS:

1. Booths will be allocated (put on hold) on a first come first serve basis via e-mail correspondence
2. Booth allocation will be confirmed only upon receipt of full payment. **Booth(s) is(are) subject to be released to other vendors, if payment is not received within 10 days of e-mail reservation (HOLD).**
3. **A 3% service fees (to cover for bank charges) will be applied for credit card charges.**
4. Cancellation:
 - FOI will refund booth payment received in case of event cancellation, however, will not be liable for any other vendor expenses.
 - No refunds for cancellation requests after September 7th, 2024. 25% cancellation fee will be deducted for cancellation requests received before September 7st, 2024
5. Vendors must comply with all applicable federal, VA state and local applicable laws and regulations.
6. The FOI organizing committee follows all applicable copyright laws.
7. **For reasons of egress safety, vendors may only display their goods within the limits of the allocated booths. The FOI organizing committee reserves the right to evict violating vendors from the event without compensation.**
8. All vendors must follow guidelines issued, either in writing or orally, by the FOI committee.
9. Vendors are not allowed to leave advertisement material at the dining tables.

10. All vendors will conduct their business at the event in a professional manner and in accordance with all applicable laws.
11. **One power connection will be provided for each booth, requests for additional power outlet (\$60 each) must be made in writing in contract or e-mail follow up by September 7th, 2024.**
12. **No Parking passes are included in the booth allocation.** There will be limited parking passes available (depending on other activities planned at the Convention Center). FOI team will try to accommodate requests as much as possible. Please include request in your confirmation.
13. Vendors will have access to set up on Friday September 27th, 2024 between the hours of 3:00pm and 8:00pm. All vendors must exit building by 8:30pm.
Vendors can also set up on Saturday September 28th morning between 9:00am and 10:00am.
14. Vendors shall be ready to open the booth by 10:50am on Saturday and Sunday.
15. Vendors must wrap up and exit the facilities by 10:00pm on Sunday.

Booths information:

- A. Each booth (10 feet by 10 feet) will be equipped with (2) draped tables (1) 6 feet x 2 feet table, and (1) 8 feet by x 2 feet table, and (2) Chairs. **Additional Chair \$10.00 and additional table \$25.00 (no exceptions this year)**
- B. The sides of the booths will be surrounded with pipe and drapes 3 feet tall, **the back wall of each booth will have pipe only (No Drapes) 8 feet high, you can hang your own banners.**
- C. **No hangings/displays blocking view of side booths will be allowed.**
- D. **Removal or rearranging of side walls will not be allowed except when side by side booths have been reserved by the same vendor.**

NOTES: The FOI organizing committee reserves the right to alter/ change the booth layout without notification and should change be necessary the FOI will endeavor to provide a comparable spot to vendors. The FOI allocation of booths will be final. The ruling of the FOI will be final on all matters relating to this contract.

Vendors will be allowed to bring their vehicle in the hall to only unload/load their merchandise (not for booth set up) on Friday September 27th between 3:00 and 5:30 PM and after the closure of the Festival on September 29th. You will need to move your vehicle immediately after unloading to allow others to bring in their vehicle.

I have read above guidelines and will abide by them:

Vendor Signatures: _____ Print Name: _____

To reserve a booth please complete the form and email signed copy to abajekal@yahoo.com

The reservation is final only after the full payment for the booth is received at the following address:

FOI 2024 Vendor booth
P.O. Box 5999
Glen Allen, VA 23058

PLEASE WRITE CHECK IN THE NAME OF: FESTIVAL OF INDIA

Please contact the following for any issues or concerns you may have:

Abhay Bajekal: Cell: 804-300-9324 (**Leave Text Message, no phone calls during the day**);

abajekal@yahoo.com