

The Festival of India 2025

www.thefestivalofindia.org

Saturday September 13, 2025, - Sunday September 14, 2025.

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: _____

BUSINESS EIN: _____ BUSINESS LICENSE NUMBER: _____

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: _____

ZELLE/ OTHER: _____

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

REQUESTS/NOTES: _____

TERMS AND CONDITIONS:

1. *The Festival of India, herewith also called the FOI, is organizing this annual event.*
2. *Booths selected by vendors will be allocated (placed on hold), based on the proposed floor plan for the event, on a first come first serve basis, confirmation will be exclusively via e-mail correspondence.*
3. Booth(s) allocation will be confirmed only upon receipt of full payment. The FOI reserves the right to re-allocate **booth(s) to other vendors, if full payment is not received within 10 days of e-mail reservation (HOLD).**
4. **A 3% service fee (to cover bank charges) will be applied to all credit card payments.**
5. Cancellation:
 - FOI will refund booth payments received in case the FOI organizers cancel the event without cause.
 - Cancellation of the event resulting from civil or other forms of unrest, government action or Acts of God not within the control of the FOI will not result in a refund of vendor booth payments, and the FOI shall not be liable for any other vendor expenses.
 - No refund will be made for cancellations requests received on or after August 15, 2025. A 25% cancellation charge will be deducted for cancellation requests received before August 15, 2025.
6. Vendors shall comply with all applicable federal, Virginia state, and local applicable laws and regulations.
7. The Festival of India abides by all applicable copyright laws.
8. **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.**
9. All vendors must follow guidelines issued, either in writing or orally, by the FOI. representatives.
10. Vendors shall not leave printed or other advertisement material at the dining tables.
11. All vendors will conduct their business at the event in a professional manner and in accordance with all applicable laws.
12. Vendor agrees to indemnify, defend, and hold harmless The Festival of India, its officers, directors, employees, agents, and volunteers from any and all claims, losses, damages, liabilities, and expenses (including attorney's fees) arising from or related to Vendor's participation in the event, including but not limited to the loss, theft, or damage of Vendor's property.
13. Vendor acknowledges and agrees that participation in the event involves certain inherent risks, including the risk of loss, theft, or damage to personal or business property, and assumes full responsibility for any such risks.
14. In no event shall The Festival of India be liable to Vendor for any indirect, incidental, special, or consequential damages, including but not limited to loss or theft of goods, equipment, or profits, even if advised of the possibility of such damages.
15. Vendor shall maintain adequate insurance coverage for its property and operations during the event. The Festival of India shall not provide any insurance coverage for Vendor's property.
16. While reasonable efforts will be made to provide a secure environment, The Festival of India does not guarantee security and shall not be held responsible for any theft, damage, or loss incurred by Vendor during the event.
17. **One power duplex electrical connection will be provided at no cost to each booth. Additional power requests will be charged \$60 for each duplex connection, and must be made in writing in the contract, or e-mail follow up before August 31, 2025.**

- 18. No Parking passes are included in the booth allocation.** There is limited parking available (depending on other activities planned at the Convention Center). The FOI will try to accommodate such requests as much as possible, however, the FOI does not in any way guarantee that it will provide any parking. Please include parking requests in your confirmation.
19. Vendors will have access to the exhibit hall to set up booths on Friday September 12h, 2025, between the hours of 3:00 p.m. and 8:00 p.m. All vendors must exit the exhibit hall by 8:30 p.m. on Friday September 12, 2025.
Vendors will also have access to the exhibit hall to set up their booths on Saturday September 12, 2025, morning between 9:00 a.m. and 10:00 a.m.
20. Vendors shall be ready to open their booths by 10:50 a.m. on Saturday and Sunday.
21. Vendors must wrap up and exit the facilities no later than 10:00 pm on Sunday September 14, 2025.

Booth information:

- A. Each booth will be 10 feet by 10 feet, 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 equipment will be available with the following charges: chair \$10.00 each, and additional table \$25.00 (no exceptions).**
- 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, to enable vendors to hang their 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 should the change be necessary. In such an event, the FOI will endeavor to provide vendors a spot comparable to the earlier reserved booth. In case of such an event, 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 inside the hall to only unload/load their merchandise (not for booth set up) on Friday September 12th between 3:00 p.m. and 5:30 p.m., and after the closure of the Festival on Sunday September 14, 2025. Vendors will need to move their vehicles out of the hall immediately after unloading to allow others to bring in their vehicles for unloading.

I certify that I have read the above guidelines and will abide by them:

Vendor Signature: _____ Print Name: _____

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

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

FOI 2025 Vendor booth
P.O. Box 5999
Glen Allen, VA 23058

PLEASE MAKE CHECKS PAYABLE TO: FESTIVAL OF INDIA

If you have any issues or concerns, please contact Abhay Bajekal @ foiboosths@gmail.com, or you can reach him at (804) 310- 1442 – please no calls during business hours of 8:00 a.m. to 5:00 p.m.