

The Festival of India 2017

www.thefestivalofindia.org

October 14th and October 15th

VENDOR BOOTH CONTRACT

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

BUSINESS NAME: _____ Federal ID #: _____

NAME OF PERSON/OWNER/CEO: _____

BUSINESS MAILING ADDRESS: _____

DESCRIPTION OF GOODS TO BE SOLD: (please list all items/products that will be sold/displayed):

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. All Payment must be made in full at booth booking time.
2. **A 3% service fees (to cover for bank charges) will be applied for credit card charges.**
3. **Booths allocation will be confirmed only upon receipt of full payment.**
4. Booths will be allocated on a first come first serve basis via e-mail correspondence
5. Payment for booths must be received within 1 week of email reservation.
6. Cancellation: No money will be refunded for any cancellation request after September 15th, 2017. 25% cancellation fee will be deducted for cancellation requests received by September 15th, 2017.
7. Vendors must comply with all applicable federal, VA state and local applicable laws and regulations.
8. Vendors are responsible for complying with all VA sales tax requirements.
9. The FOI organizing committee follows all applicable copyright laws.
10. **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.**

11. All vendors must follow guidelines issued, either in writing or orally, by the FOI organizing committee.
12. All vendors will conduct their business at the event in a professional manner and in accordance with all applicable laws.
13. 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 15th, 2017.
14. 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.
15. Vendors will have access to set up on Friday October 13th, 2017 between the hours of 4:00pm and 8:00pm. All vendors must exit building by 8:30pm
Vendors can also set up on Saturday morning between 9:00am and 10:00am.
16. Vendors shall be ready to open the booth by 10:50am on Saturday and Sunday.
17. 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.**
- 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.**
- 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 unload/load their merchandise on Friday October 13th between 4:00 and 7:00 PM and after the closure of the Festival on October 15th

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 jainanilk@aol.com

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

FOI 2017 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:

Anil Jain: Cell: 804-363-1780 (**Leave Text Message, no phone calls during the day**); jainanilk@aol.com