

# The Festival of India 2016

[www.thefestivalofindia.org](http://www.thefestivalofindia.org)

September 24<sup>th</sup> and September 25<sup>th</sup>

## 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:

\_\_\_\_\_

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 1<sup>st</sup>, 2016. 25% cancellation fee will be deducted for cancellation requests received by September 1<sup>st</sup>, 2016.
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 1<sup>st</sup>, 2016.
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 September 23rd, 2016 between the hours of 5:00pm 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
- 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.**
- E. Additional chairs will be available for a fee of \$10 each; Additional 6 feet by 2 feet are available for a fee of \$25.00 each. Please add the amount in the check and include as special requests in Notes above.

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.

**No vendor will be allowed to bring their vehicle in the hall to unload/load their merchandise.**

I have read above guidelines and will abide by them:

Signatures: \_\_\_\_\_ Print  
Name: \_\_\_\_\_

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To reserve a booth please complete the form and email signed copy to [jainanilk@aol.com](mailto:jainanilk@aol.com)

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

FOI 2016 Vendor booth  
P.O. Box 5999  
Glen Allen, VA 23058

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

Anil Jain: Cell: 8043631780; [jainanilk@aol.com](mailto:jainanilk@aol.com) Vikas Kapila: Cell: 8048339639;

[vikas.kapila@gmail.com](mailto:vikas.kapila@gmail.com)