

The Festival of India 2013

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: _____ **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):

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

Fax #: _____ **email:** _____

REQUESTED BOOTH NUMBER: _____ **ALLOCATED BOOTH NUMBER:**

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. Booths allocation will be confirmed only upon receipt of full payment.
3. Booths will be allocated on a first come first serve basis.
4. Payment for booths must be received within 1 week of email reservation / phone conversation and no later than August 30th, 2013 for confirmation of requested booth.
5. No money will be refunded for any cancellation request after September 15th, 2013. 25% cancellation fee will be deducted for cancellation requests till to Sept 15, 2013

6. Vendors must comply with all applicable federal, VA state and local applicable laws and regulation.
7. Vendors are responsible for complying with all VA sales tax requirements.
8. The FOI organizing committee follows all applicable copyright laws.
9. For reasons of egress safety vendors may only display their goods only within the limits of the allocated booths. The FOI organizing committee reserves the right to evict violating vendors from the event without compensation.
10. All vendors must follow guidelines issued, either in writing or orally, by the FOI organizing committee .
11. FOI will try to offer the booth reserved. However the FOI reserves the right to change booth locations. Also, the FOI organizing committee reserves the right to deny booths requests without cause.
12. All vendors will conduct their business at the event in a professional manner and in accordance with all applicable laws.
13. Requests for power outlets, phone or wireless capability must be made in writing (via email) by September 15th 2013. These will be provided at the cost that FOI is charged.
14. Additional chairs are \$10 each. Additional tables are \$25 each. Please add this amount in the check and include as special requests in Notes above.

Booths information:

- A. All booths are 10 feet by 10 feet.
- B. Each booth will be equipped with (2) draped tables ((1) 6 feet x 2 feet table and (1) 8 feet by x 2 feet table); (2) Chairs
- C. 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) at 8 feet height.
- D. 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.

NOTES:

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

Signatures: _____

Print Name:

Title:

Vikas Kapila

FOI 2013 Vendor Booth Committee

To reserve a booth please complete the form and fax a signed copy to **888-873-8547** .

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

**FOI 2013 Vendor booth
11705 Norwich CT,
Glen Allen, VA 23059**

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

Vikas Kapila: Cell: 804-833-9639 ; rvafai@gmail.com