



# RVA EARTH DAY

A celebration of local goodness!

**RVA Earth Day is a street festival providing eco-friendly resources, education, and fun. Local artists, bands, chefs, food trucks, breweries, environmentalists and vendors gather to celebrate mother earth and show Richmond more about locally available sustainable products and services**

**Register TODAY and join the 200+ local vendors, exhibitors and artists in Manchester's oldest celebration.**

- **10,000+ Attendees of All Ages**
- **Kids Art & Activities**
- **River Wildlife**
- **Local Produce from Farmers' Markets with GrowRVA**
- **Artist, Jeweler and Local Retailers**
- **Food Trucks and Local Restaurants**
- **The BEST in Live Local Music**
- **Taste the Local RVA and VA Breweries**

**Net proceeds from RVA Earth Day benefit FeedRVA**

*Supporting and fostering food justice so that communities can exercise their right to grow, sell, buy and eat healthy foods. Feed RVA creates a funding system that matches the dollars sent through SNAP at area farmers markets. For every "food stamp" redeemed at a farmer's market, FeedRVA matches the dollar value, so \$10 becomes \$20. And that \$20 spent at a farmer's market then supports local farmers. It's a full circle feel good all the way around.*

Lori Waran  
Style Weekly  
events@styleweekly.com  
804.358.0614 x 331

Karen Atkinson  
Owner, GrowRVA & FeedRVA  
karen@growRVA.com



## VENDOR & EXHIBITOR APPLICATION AND CONTRACT

**DUE: by Mar. 1**

*Applications received after Mar. 1, may be accepted depending on available space.*

**Event Date: SAT April 22, 2017 / 12pm to 7pm**

**Location: South of 14th Street Bridge, Hull Street, 1st-4th Streets & area surrounding Art Works/Plant Zero, Diversity Park and Mayo Island**

*All Applications are subject to review and acceptance. We want to thank you for your interest in being a part of this festival. Upon this application being accepted, it will be the undersigned vendor/exhibitor Contract Agreement to exhibit and/or sell the Products or Services described below at RVA Earth Day Festival 2016. Other products, services or information not listed is subject to approval of the RVA Earth Day committee, and the committee reserves the right to not allow these materials at the festival.*

Vendor / Exhibitor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Products or Services to be displayed/sold at your booth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Select one:  Non-profit, artisan or farmer, *please provide your EIN or NonProfit status number:* \_\_\_\_\_

**Fee: Before March 1st = \$80 / After March 1st = \$150**

For Profit Business or Retailer or Corporation

**Fee: Before March 1st = \$200 / After Mar. 1 = \$300**

**INITIAL HERE \_\_\_\_\_ IF YOU WISH TO HAVE A GUARANTEED SPOT IN THE BAND AREA/MAINSTAGE, AN ADDITIONAL \$150 CHARGE WILL APPLY. FIRST COME FIRST RESERVED AS SPACE IS LIMITED.**

Signature: \_\_\_\_\_

*Your signature indicates you have read and agree to adhere to the festival guidelines and policies*

*Businesses registered by March 1, will be a listed as a participant in the RVA Earth Day Festival Special Section and Guide, published in Style Weekly's April 19<sup>th</sup> issue. Your organizations message will gain additional exposure with Style's 80,000+ weekly readers as part of the guide.*

**Return signed contracts with payment by Mar. 1.**

**EMAIL:** events@styleweekly.com, **FAX:** 804.358.1079 or

**MAIL TO:** Style Weekly / Attn: RVA Earth Day 24 E 3<sup>rd</sup> St, Richmond, VA 23224

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## RVA EARTH DAY FESTIVAL GUIDELINES AND POLICIES

For the safety and well-being of all participants and attendees, please read and follow the below guidelines and policies.

**Fees: All fees are non-refundable after March 1, 2016.**

Fees include an approximate 10 x 10 space and one 6-foot table.  
All other items (tent, chairs, etc.) are the vendor/exhibitor responsibility.

**Permits and Licenses (As Required by City of Richmond):**

**All vendors are responsible for reporting their own sales and tax to City of Richmond, VA and or IRS.**

**Food vendors** must have business license and general liability insurance. All food vendors must obtain a Health Certificate for **this festival**, in addition to a business license and certificate of insurance. **YOU ARE REQUIRED TO SUBMIT THESE 30 DAYS IN ADVANCE OF THE FESTIVAL.**

You may be asked to **display** any required certificates or license your business license/insurance at festival.

**Exhibitors:** Generally, no license is required for exhibitors who are not selling.

**Electricity:**

Electricity is not available. If you require electricity for your display, **YOU MUST CONTACT US BY APRIL 1st** and you will/may be responsible for any additional fees to bring electricity to your area.

**With advanced notice:** small **silent/quiet** generators are permitted.

**Security:**

Security for your personal items will not be provided.

**Inclement Weather: EVENT IS RAIN OR SHINE.**

However, if the safety of the participants and attendees is in question, we will post any weather related delay or cancellations on the Style Weekly and festival facebook page.

**Clean Up/Trash Removal:**

Trash/ Waste generated by you must be removed from site by 8pm. **We reserve the right to charge an additional fee for any trash, materials or debris not removed by vendors. Please remember to practice recycling and composting for your waste. FOOD VENDORS: there is no dumping at the festival site. We encourage you to donate your left over food to those in need and to have your grease recycled into fuel.**

**Shipping/Loading and Unloading:**

There will be no provision for pre-shipping of display materials or products in advance or for outgoing shipments after the event. You will be able to drive a vehicle within a tenth of a mile of your display area to unload materials before and after the event, but only during these times:

**LOAD IN times are assigned by street and will be sent to you in advance – typically the week of the event. These instructions must be followed as this is a tight space for set up.**

**Contact:** If you have questions, please contact **events@styleweekly.com** or call **804.358.0825 ext. 326.**



We are seeking Local Food Partners to vend at the festival.

### **FOOD VENDOR POLICIES AND PROCEDURES**

- Vendors must source their items locally.
- Vendors must commit to serving all products in recyclable or biodegradable containers. **Absolutely NO Styrofoam.** We recommend recycled napkins and paper or plastic wear.
- Vendors must commit to disposing of cooking and frying oils through earth friendly means or recycling. **NO DUMPING.**
- Items on the menu must be limited to 3 to 5. We highly encourage those items to be hand held as to cut down on container and fork/spoon needs to consume the item.
- Menu items should be limited to \$4 - \$8.
- Menu must be submitted by April 1st for approval to [events@styleweekly.com](mailto:events@styleweekly.com)
- After we approve your food vendor application, we will send you the necessary document applications for a temporary food vendor license.
- Vendors **must** complete all city licensing by April 5<sup>th</sup>, 2017 (even if you vend every day, you must still complete the licensing to be a part of the event).
- Vendors **must** submit a copy of insurance to [events@styleweekly.com](mailto:events@styleweekly.com) and have it on hand posted in their booth the day of event.
- Food vendors will be able to load into site starting at 9:00am. Food vendors must be set for health inspection by 11:00am. **NO EXCEPTIONS**
- We will provide (2) six feet tables for each food vendor along with a 12 x 12 space. If more room is needed, there may be a surcharge. No tents will be provided. If vendor supplies own tent, it must be secured with weights or water barrels.
- The festival site is a parking lot with little to no electricity. Vendors may bring a generator if needed. We love it when your unit is powered by solar though!
- Vendors are responsible for providing their own banks to make change.
- Vendors are responsible for collecting and reporting all food sales and taxes to the city.

**Purpose:** Provide resources, education, and information that will help Richmonder's incorporate eco-friendly practices services and products in their neighborhoods, homes and everyday routines; making Richmond a "greener" city.



## FESTIVAL CREDIT CARD PAYMENT FORM

If you intent to pay the vendor/exhibitor festival fee by credit card, please complete the below and return this form with your completed festival application.

We accept VISA, MasterCard and American Express.

Card Type: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Billing Address used for this card:

Street: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3-Digit Security Code\* \_\_\_\_\_

\* VISA & MasterCard: 3-digit code on back of card. **American Express: 4-digit code on front of card**

Signature of  
Cardholder \_\_\_\_\_

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