

# Richmond Fantasy Fair Contract

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 2007 between the Richmond Fantasy Fair, herein referred to as "Management" and \_\_\_\_\_ herein referred to as "Vendor" for the exhibition space for the following festival to be held according to the schedule provided.

Product or items for sale:

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All products or items sold from contracted space only. No additions to products list without permission from Management. No Vendor shall have an exclusive on any product.

**Insurance: Any Food Vendor, ride concession, or exhibiter carrying or serving food products or posing potential customer contact and/or risk (i.e. pony rides, petting zoos, etc) must provide Management with a Certificate of Current Products Liability and General Liability, and Compensation Insurance. Products and Liability shall have policy limits of not less than \$1,000,000 and shall name Richmond Fantasy Fair as additionally insured...** To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Richmond Fantasy Fair consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work.

**Hours 10am to 9pm, Saturday July 21, 2007 and 10am to 6pm Sunday July 22, 2007**

**Vendor shall have exhibit in order by 9:15 am on festival days.**

- 1• Vendor will not breakdown exhibit until after 6 pm on the last day of the festival.
- 2• Vendors may re-stock their exhibit prior to 9:15 am on festival days. Delivery vehicles & private autos must be moved to a designated parking area before regular festival hours. Due to heavy pedestrian traffic, no vehicles can be driven around festival during regular event hours.
- 3• Trade vendors only sell items approved by Management (list all on application).

### **Exhibits**

- 1• Vendors shall be responsible for furnishing all decorations, materials, signs and products. Housekeeping of the exhibit and area immediately surrounding shall be the responsibility of the Vendor.
- 2• Space must be returned to the condition in which it was found before leaving the grounds.
- 3• Space contracted for is approximately 12 X 12.
- 4• Stated price of space contracted for is hereby defined as \$125 for the duration of Fair stated to be paid by Vendor to Management upon Sunday the 22<sup>nd</sup> of July, 2007.
- 5• No sound systems can be used by individual exhibitors without specific permission from Management.
- 6• Vendors must provide own lead cords and cannot extend cords through traffic areas used by festival attendees.

**Miscellaneous**

1• Management reserves the right to remove any literature which is on display, or for sale, which it feels is not in keeping with the best interest of the festival and/or patrons. This includes literature, articles and products that are considered to be in poor taste and /or offensive to the general public.

2• Distribution of flyers and literature by any individual or group shall be presented as informational/educational. Management reserves the right to prohibit questionable promotional practices.

3• Management assumes no responsibility for vendor’s exhibit and products and encourages vendors to obtain insurance coverage.

- \*Permanent vendors the flat fee of \$125.00 and receive the 5000 people guarantee (If 5000 people do not attend then the \$125.00 will be prorated by the percentage of the attendance in respect to the 5000 attendance goal – for example: if 2500 people attend both days. That is 50% of the 5000 attendance goal. The vendor fee would 50% of the \$125.00 or \$62.50.
- \*Temporary vendors pay a percentage of their sales (10% for food vendors, 7% for non food vendors. Temporary vendor are NOT eligible for the 5000 attendance goal guarantee.

Please read, sign and return this contract to:

Richmond Fantasy Fair  
2727 Birdsong Lane  
Powhatan, VA 23139

Name of Business (if Applicable) \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Authorized Signature (Owner) \_\_\_\_\_

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Festival Chairperson/Representative

Permanent\*

Temporary\*

**CHECK LIST:**

\_\_\_\_\_ **Contract**      \_\_\_\_\_ **Insurance form enclosed**      \_\_\_\_\_ **2 pictures of product**

List of other renaissance or fantasy items provided to enhance atmosphere of the fair.

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