

Application must be filled out completely.

EVENT CONTRACT FOR EXHIBIT SPACE – THIS AGREEMENT is between the Historic Richmond Association (hereinafter referred to as **HRA**) and the Exhibiting Company (hereinafter referred to as **VENDOR**)

1. All decisions for space assignment will be at the sole discretion of the HRA event planners. Exhibitors understand the booth space is limited by HRA.
 2. All booths must be self-supporting. **Vendor MUST provide his or her own canopy/tent and other display materials and electrical cords.**
 3. Booths must be set up in a safe and attractive manner, be completely cleaned and ready for business by no later than 9:00am. All vehicles **MUST** be cleared from marketplace isles by 9:00am.
 4. Booth size will be approximately 12'x12'.
 5. One Basic power out let will be provided for each paid booth. All vendors must provide their own extension cords and power strips. No high amp equipment usage without approval.
 6. No personal generators or space heaters permitted without usage approval.
 7. HRA reserves the right to terminate the contract of any exhibitor who does not comply with the terms and condition of the Contract Agreement.
 8. Area must be left in same condition as it was prior to event.
 9. Tax Requirements – All vendors are responsible for paying their own sales tax or determining their sales tax obligations.
 10. No selling from vehicles.
 11. All vendors selling food products **MUST** have a Vendor's Food Permit and provide a copy to HRA before or at time of check-in and prior to set up. Food permits are available from the Richmond Fire Department at least one week before the event. Food booths will be inspected the day of the event by the City of Richmond Health Department. Check the City of Richmond website for permit information.
 12. Booth confirmation will be made via phone or email.
 13. Rain or shine the show will go on. **NO REFUNDS.**
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Liability Wavier:

HRA, the EVENT, the City of Richmond, sponsors, and their representatives, shall not be liable in any way for loss or damage resulting from theft, accident, acts of God, to booth canopy, merchandise, or fixtures. This includes period during move-in, set-up, show hours, breakdown, clean up and any other time exhibitors are on the Miracle on Morton Street event grounds. HRA, the EVENT, the City of Richmond, sponsors, and their representatives, shall not be held liable for any or all injuries to exhibitors during this event.

Vendor Signature: _____

Signed Date: _____ Phone: _____

Deadline: October 31, 2016. Higher Fee Applies after October 31, 2016

Mail Completed Vendor Application & Signed Contract forms with check to:

Historic Richmond Association
ATTN: Miracle of Morton Street
310 Morton St., Ste 174

For additional information, contact historicrichmondassociation@gmail.com or Erica at 832-945-0954.