

Third of July Celebration Vendor Application

Dear Vendor,

You are invited to participate in this year's Third-of-July Celebration. Please be sure to complete the vendor application and submit with your fees no later than the following dates **May 31, 2023**.

All applications must be completed in their entirety before they will be accepted. Church organizations must have an accompanying letter of authorization on the churches stationary from either the Pastor or governing board. All vendors must attach a copy of their business license, resale permit, or IRS letter stating your organization is a registered 501 (c) 3 and proof of liability insurance as well as an insurance endorsement naming the City of Richmond as additionally insured.

All vendors are to submit a description of goods and a list of items that will be sold and the price for those items.

Applications can be emailed, delivered or mailed to:
Third-of-July Celebration
Kymberlyn Carson-Thrower
3230 Macdonald Avenue
Richmond, CA 94804

For vendor questions, please call (510) 620-6789

2023 Third-of-July Celebration Vendor Fee

Non-Profit Information and Crafts booth	\$60.00
Non-profit Food Vendor	\$200.00 includes permit fee
Commercial Food Vendor	\$300.00 includes permit fee
Commercial Merchandise	\$120.00
City of Richmond Departments	\$FREE

Vendor / Booth spaces are 10' x 10' (does not pertain to food booths). Please stay in the space allocated to you. If you need more space, reserve and pay for an additional space.

THERE ARE NO REFUNDS ON VENDOR FEES UNLESS THE EVENT IS CANCELLED

You are responsible for bringing your own supplies including tables, chairs, cooking water, generators, tents, etc. Please keep in mind power is not available at the park.

Vendors Terms and Conditions Contract

The vendor application must be filled out completely before the application will be considered. Non-profit identification numbers must be listed on the application and a copy attached to the application. Church organizations must have an accompanying letter of authorization on the churches stationary from either the Pastor or governing board.

Participants are asked to conduct themselves in a professional and tasteful manner at all times. Failure to do so may result in your being asked to leave the festival without refund.

You must have proof of insurance with the minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate. You must also list the City of Richmond as an additional insured on your policy. Please attach a copy of your policy and endorsement to your application at the time of submittal.

The vendor agrees to have their vehicle moved from the festival area and to the street parking no later than 4:45 PM. The vendor also agrees to have their display area business ready by 5:00 PM. We ask that you please unload your vehicle, move it to the street parking and then build your display area. Displays must remain intact and open for business until the close of the festival which is 10:00 PM. No vehicle will be allowed in the festival area until after 10:15 PM.

The vendor agrees to pay the City of Richmond the amount indicated in this contract. Those charges shall be paid upon the execution of this contract. In the event that the vendor must cancel their appearance for any reason less than 10 days prior to the scheduled date of the event, all monies pursuant to the contract may be retained by the City.

At all times the vendor is responsible for the proper disposal of all trash and debris. At the end of the show hours, the vendor will place all trash in the designated dumpsters and recycling in the proper receptacles.

Vendor Signature

Date

Third-of-July Celebration Application – Due May 31, 2023

Organization Name: _____ Contact Name: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

TYPE OF VENDOR BOOTH & NEEDS

- Non-Profit Information and Crafts booth - \$60 \$ _____
- Non-profit Food Vendor (includes permit) - \$250 \$ _____
- Commercial Merchandise - \$120 \$ _____
- Commercial Food - (includes permit) \$350 \$ _____
- Extra 10'x10' space - same as above \$60 \$ _____
- **City of Richmond Department** **\$FREE** \$ _____

**Please be sure that all fees are included, terms of conditions page is completed, application is completed and all certificates and letters are included.
Incomplete applications will be returned.**

For Office Use Only

Date Received: _____ Amount Paid: _____ Type: _____