

VENDOR APPLICATION



ROCKETTS RED GLARE – JULY 3-4TH, 2020 RICHMOND, VA www.rockettsredglare.com

Thank you for your interest in being a vendor at The 288 Group's 3rd annual Rocketts Red Glare event. Summer in RVA's historic east-end waterfront has never been cooler! This year's event will be held on Friday, July 3rd and Saturday, July 4th. Please read through all of the following information carefully before submitting an application.

Rocketts Red Glare is a free-to-the-public fireworks and multi-day festival held at Rocketts Landing. This year, we seek to build onto the event and deliver 2-nights of fireworks – both on Friday, July 3rd and Saturday, July 4th. We anticipate approximately 7,500 event attendees per night at this year's festival. Activities include a pro beach volleyball championship event, July 3rd and 4th, produced in partnership with Richmond Volleyball Club and Richmond Region Tourism.

Please review the following checklist before sending in your application:

SUBMISSION CHECKLIST

Completed and signed application

Diagram or photo of booth space, product details, and other set up details

Please complete in full and submit to: aebanks@the288group.com

If you have any questions, please reach out to Ali Eubanks at (804) 505-3005 ext. 4 or by email at aebanks@the288group.com. We are looking forward to a great event!

VENDOR WORKSHEET

Rocketts Red Glare – July 3rd and 4th, 2020

APPLICATION INFORMATION

Business Name: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event On-site Contact Name and Number: _____

Please provide a description of your products to be sold or promoted:

Did you participate in the Rocketts Red Glare Festival last year? ___ YES ___ NO

Do you require power?

___ YES, I'll bring a generator (NOTE – Only quiet/low emission generators)

___ NO

Length of experience vending at events/ previous events attended:

How did you hear about us? (Please indicate if someone referred you to the festival.)

FOR INTERNAL USE ONLY:

APPLICATION	PAYMENT	INSURANCE/HEALTH PERMIT	TAX #/BL #	INFO PACKET

BOOTH SPACE FEES

Because of the footprint of this event, there are very few spots available for vendors and food trucks at this event. Please come prepared to sell to a large crowd.

Fee is for SPACE ONLY unless otherwise described. Fee covers both July 3rd AND July 4th. We do not offer one-day vending.

___ 10' x 10' Commercial Space - \$600

Space only; vendor provides own tent (tent MUST be secured with a minimum of 25 lbs. per tent post)

___ 10' x 10' Commercial Space with tent provided - \$900 (\$600 fee + tent rental + admin fee)

Space AND tent/concrete block rental (equipment rental through Commonwealth Events)

___ Food Trucks Only - \$750

Please list any special requests:

Vendor layout may not exceed the paid vendor space.

If interested in a larger space than listed above, please contact the event manager.

TENTS AND EQUIPMENT:

Vendors are required to provide all necessary equipment including tents, tables, extension cords, lighting, etc. unless otherwise described below. Vendors MUST remain onsite at their vendor space with their equipment at all times while open and selling.

The 288 Group is NOT liable or responsible for any damages or loss of property that may occur as a result of inclement weather or other circumstances.

At the close of the event both nights, tents MUST be brought down and secured before leaving premise.

SALES TAX, LICENSING & PERMITS

If you are planning retail sales, you must acquire your own Richmond/Virginia sales tax permit and pay City of Richmond sales tax. You are responsible to obtain any other business licenses and permits that may be required. All vendors must provide proof of sales tax number, business license number, and current health permit to 288 once space has been confirmed.

INSURANCE

All vendors must include proof of insurance once space has been confirmed.

The following entities must be named as additionally insured for the date of July 3rd and 4th 2020:

- The 288 Group – 5413 Patterson Ave Suite 102, Richmond, VA 23226

RULES AND REGULATIONS

SELECTION PROCESS:

Once you have submitted your application, it will be reviewed, and you will receive notice of your selection status. If your application is accepted, you will be contacted by The 288 Group to facilitate next steps.

FEES:

If/when your application is approved, payment is due in full. Check or money order should be made out to “The 288 Group”. Vendors who select “Credit Card” as the method of payment will receive an invoice including a 3.5% processing fee to the email listed on this form. Upon the receipt of payment, the Event Manager will send an email confirmation.

ASSIGNMENT OF SPACE:

If accepted, space will be assigned based upon booth footprint and layout. Vendors must submit a photo of your booth layout, and a detailed sketch including dimensions, cooking and serving areas (if applicable), etc. A current photo of food trucks must be submitted for consideration (if applicable).

SETUP AND BREAKDOWN:

Location, setup times and parking information will be included in your Setup Information Packet, which will be emailed 7-10 days prior to the event. You must setup and breakdown your own booth. The event will inform you of set up and breakdown times. A coordinator from the event will be on-site to assist you in locating your booth space as well as addressing special needs that you may have throughout the event. Due to security policies, no booths or structures may be left unattended at any time. All vendors must remain operating onsite during event hours.

BOOTH SPACE STRUCTURE AND SIZE:

Due to space limitations, you will not be allowed to expand beyond your designated booth space. You are responsible for providing all of your own equipment and dressing for your booth. You must provide all items needed to decorate your space including signage. You may not sublet your space.

SECURITY:

Overnight security will be on-site; however the event assumes no responsibility for lost, stolen or damaged equipment of vendors. Overnight security is not responsible for monitoring vendor equipment.

FIRE AND SAFETY:

You must obey all fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety. All equipment will be inspected prior to event start. Per Richmond City – open flame cooking on-site is not permitted.

VENDING SUCCESS:

The event does not guarantee revenue for vendors.

ITEMS FOR SALE:

You must submit a complete list of items for sale (with pricing) with your application. You must sell only those items listed. Any substitutions must be submitted in advance for approval.

WASTE AND CLEANUP:

Keep all areas clean of debris for the safety of event attendees. Trashcans and recycling receptacles will be provided at the event site. Any damage to rental equipment will be assessed a fee. All vendor equipment must be removed from event site by 11:30PM on July 4th. The event is not responsible for any equipment left after this time.

ELECTRICAL USAGE:

Vendors are responsible for providing their own generators for electrical access. All generators must be quiet/low emission. **Overnight power is not available.**

ENTRY INFORMATION:

Load-in and other information will be emailed to you 7-10 days before the event.

CANCELLATIONS AND REFUNDS:

If you cancel due to unforeseen circumstances more than 30 days prior to the event, you will receive a credit for next year's event. Any cancellation made less than 30 days in advance will not be eligible for credit. There will be NO refunds.

INCLEMENT WEATHER:

No refunds will be given due to inclement weather or any other uncontrollable act of nature/circumstances. Event is a rain or shine event, permitting that there is not any present danger to event attendees, at the sole discretion of Event Staff, given the direct location of the festival to the James River. Should the Event Staff determine that the event must be shut down due to inclement weather and/or danger to event attendees, 288 is not liable for any refund or prorated rebate.

AMPLIFIED SOUND:

By completing, signing and returning this form, the vendor agrees not to produce additional amplified sound from your booth display. The contact name(s) on this application will be held responsible for relaying this rule to your on-site staff. **THIS POLICY WILL BE STRICTLY ENFORCED.**

SUBMISSION CHECKLIST

Your submission should include the following:

- Completed and signed application
- Diagram or photo of vendor space or truck, product details, and any other set up details

Upon approval, you will receive an email with instructions for payment of event fees

PLEASE COMPLETE AND RETURN TO: aeubanks@the288group.com

My signature verifies that I have read and understand the above application and outline for participation in Rocketts Red Glare 2020 as a vendor.

Signature of Applicant

Date