



**Sunday, September 20, 2015 | 1:00 pm – 6:00 pm**

Company \_\_\_\_\_

Contact Person \_\_\_\_\_ PH \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

Billing Address (if different from Mailing Address) \_\_\_\_\_

Type of Business \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Website: \_\_\_\_\_

**Gold Festival Vendor Pricing**

	<b>Early Registration</b>	<b>After August 31</b>	<b>After Sept. 14</b>
Non-profit Organization or Arts & Crafts	\$ 55.00	\$ 65.00	\$ 75.00
For Profit Business or Retailer or Corporation	\$ 75.00	\$ 85.00	\$ 95.00
Food Vendors	\$ 55.00	\$ 65.00	\$ 75.00

**Select one:**

- Non-profit Organization or Arts & Crafts Vendors: \_\_\_\_\_ # of booths \$ \_\_\_\_\_ .00
- For Profit Business or Retailer or Corporation Vendors: \_\_\_\_\_ # of booths \$ \_\_\_\_\_ .00
- Food Vendors: \$ \_\_\_\_\_ .00

**Health Department** (food vendors & any vendor serving unpackaged foods): **Temporary Food Permit Required.**  
**Contact, Virginia Department of Health - Food & Environmental Services: (804) 864-7454**

**RENTAL ITEMS: All vendor packages include: (1) 6' table, and (2) chairs.** If you need additional 6' table or folding chairs please specify below. There will NOT be extra tables or chairs on site unless you pre-order and pre-pay.

<b>Items</b>	<b>Price</b>
6' Table	\$ 10.00 EA
Folding Chairs	\$ 5.00 EA
Tent Package	\$ 175.00 EA

\_\_\_\_\_ **6' Rectangular Table (Qty: \_\_\_\_\_)**      \_\_\_\_\_ **Folding Chairs (Qty: \_\_\_\_\_)**  
 \_\_\_\_\_ **Tent Package (Qty: \_\_\_\_\_)**



## PAYMENT DETAILS

	<b>Early Registration</b>	<b>After August 31</b>	<b>After Sept. 14</b>
Non-profit Organization or Arts & Crafts	\$ 55.00	\$ 65.00	\$ 75.00
For Profit Business or Retailer or Corporation	\$ 75.00	\$ 85.00	\$ 95.00
Food Vendors	\$ 55.00	\$ 65.00	\$ 75.00

**Booth Space**      \_\_\_\_\_ # of space X \$ \_\_\_\_\_ .00      \$ \_\_\_\_\_

**Food Vendor Space**      \$ \_\_\_\_\_

**Rental items:**

<b>Items</b>	<b>Price</b>
6' Table	\$ 10.00 EA
Folding Chairs	\$ 5.00 EA
Tent Package	\$ 175.00 EA

**6' Rectangular Table (Qty: \_\_\_\_)**      \$ \_\_\_\_\_

**Folding Chairs (Qty: \_\_\_\_)**      \$ \_\_\_\_\_

**Tent Package (Qty: \_\_\_\_)**      \$ \_\_\_\_\_

**Total Balance Due (non-refundable)**      \$ \_\_\_\_\_

**Payment Method:**

- Check Payment # \_\_\_\_\_  
Please Make Check Payable to: **West Tower, LLC** *(please mail to address below)*

Please mail contract and payment to:  
**Regina Nguyen**  
**SugarOak Management Services**  
**8904 West Broad Street, Suite 201**  
**Henrico, VA 23294**

**Terms and Conditions:** *Payment (Non-Refundable) is due with signed contract. No refunds will be issued for any reason.*

**Signature (Exhibitor)** \_\_\_\_\_ **Date** \_\_\_\_\_



## Exhibitor Terms and Conditions

**Please initial each line**

\_\_\_ **I Understand** as a vendor, I agree to participate in Gold Festival on Broad on **Sunday, September 20, 2015, 1pm – 6pm**, at Gold’s Gym Plaza, 8900 West Broad Street, Henrico, VA 23294

\_\_\_ I agree to purchase a 10x10 booth space for \$\_\_\_\_\_.00 (Includes a 6’ table and 2 folding chairs).

\_\_\_ I agree to purchase \_\_\_additional booth space at same value per category (10’x10’)

\_\_\_ **FOOD SERVICE VENDOR REQUIREMENT:** I agree as a Catering Service to obtain a temporary food permit and serve tasting samples at the event. I will not be allowed to block the aisles or go outside the boundaries of the booth with tables, trays, noise, smoke or salespeople.

\_\_\_ **I Understand** that to guarantee (lock in) the right to a booth, the signed contract and \$\_\_\_\_\_ Non-Refundable Payment must be mailed to **Regina Nguyen**. Booths are sold on a first paid, first served basis determined by the date payment is received in *the SugarOak* office. Until a signed contract and payment are received, a vendor is not guaranteed a booth.

\_\_\_ **I understand** that any payment issued to **West Tower, LLC** is non-refundable and no refunds will be issued for any reason.

\_\_\_ **I understand** the Gold Festival on Broad will take place under all weather conditions.

\_\_\_ **I understand and agree** that I will not be able to sublet or sell any part of the booth I purchase to any vendor, business or individual. I agree that from my booth, I will only advertise my own product or service and no other business. I also understand that I am not able to advertise or sell any other business’s service or product at my booth. If I am a representative for other businesses, I may only have their names mentioned in the flyers or advertising my own business. Their flyers/business cards may not be given away separately or put in as inserts in my own flyers or advertising. They must be physically a part of my own promotional flyers, business cards and advertising. No equipment or representative from any other business that does not have a booth in the bridal show may be present in my booth at any time. Stated simply, **YOU ARE ONLY ALLOWED TO SELL YOUR PRODUCT AND NO OTHER BUSINESS PRODUCT OR SERVICE**. No posters or signs may be attached to the booth unless related to your specific business. Anyone breaking these rules will be asked to remove the item in question. If a second (2<sup>nd</sup>) request is required, the vendor will be expelled from the facilities immediately. By signing this contract, the vendor agrees to this and understands **NO REFUND WILL BE ISSUED** if a vendor is forced to leave *the Gulfway Plaza Fall Festival* because they broke these rules.

\_\_\_ **I Understand as an Exhibitor** that I must provide table top ID signage.

**I have read and understand Gold Festival on Broad Vendor Agreement.**

Accepted By (Exhibitor) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Event Representative \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



## GUIDELINES AND POLICIES

### GENERAL:

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

### FEES:

	<b>Early Registration</b>	<b>After August 31</b>	<b>After Sept. 14</b>
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For Profit Business or Retailer or Corporation	\$ 75.00	\$ 85.00	\$ 95.00
Food Vendors	\$ 55.00	\$ 65.00	\$ 75.00

**All fees are non-refundable.** Fees include an approximate 10 x 10 space with one 6-foot table and 2 chairs. All other items (tent, additional chairs, etc.) are the vendor/exhibitor responsibility.

### SECURITY:

Security for your personal items will not be provided; however, parking lot monitors will be stationed at the parking lots at Homeview Drive.

### **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 Gold's Gym Plaza website ([www.goldsgymplaza.com](http://www.goldsgymplaza.com)) and Facebook page ([www.facebook.com/goldsgymplazarichmond](http://www.facebook.com/goldsgymplazarichmond)).

### CLEAN UP/TRASH REMOVAL:

Trash/ Waste generated by you must be removed from site upon breaking down event. We reserve the right to charge an additional fee for any trash, materials or debris not removed by vendors.

### 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: **AS EARLY AS 10:30 AM ON SUNDAY, SEPTEMBER 20, 2015.**  
**VEHICLES MUST BE PARKED IN DESIGNATED AREA BY 12:30 PM.**

### FOOD VENDORS:

- You 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.
- There is no dumping at the festival site.

**Contact:** If you have questions, please contact [reginan@sugaroak.com](mailto:reginan@sugaroak.com) or call **804.308.8825**.