



Community Resources and Empowerment for Women

SPECIAL EVENTS VENDOR APPLICATION

CREW’S Back to School Blast at The Shops at White Oak Village

(Laburnum Avenue, Richmond, VA 23231)

12-4pm

Event Date

September 21, 2013

Set Up Time

10am – 11:45am

End Time

4pm – 5pm

VENDOR FEE: Informational table FREE - Business/Corporate table \$50 table

(Please make checks payable to Choices, LLC. with “CREW-Back to School” in notes section)

APPLICATION DEADLINE:

Monday, September 9, 2013

Desired Vendors:

- After school Programs, College Recruiters, Community Programs/Organizations, Health & Fitness Programs, Tutoring Programs, Extra-curricular activities/organizations, Dance Studios, Uniform Suppliers

Vendors MUST bring tables with a table cloth.

Event Contacts

Table with 4 columns: Aljanette Hall (Vendors/Sponsors, (804)908-2933), Chantel Cox (Churches, (804)218-6359), Cathy Parker (Community, (804)512-2907), Marcy Williams (Marketing, (804)396-4562)

FAX COMPLETED FORMS TO (804)343-3443 ATTN: Aljanette Hall or

EMAIL COMPLETED FORMS TO: crewwomen5@gmail.com



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INFORMATIONAL TABLES: FREE VENDOR FEE: \$50 per table
(Please make payable to Choices, LLC/add CREW-Back to School in note section)

Business Name: \_\_\_\_\_

Is this business a sole proprietorship? \_\_\_Yes \_\_\_ No Corporation? \_\_\_Yes \_\_\_ No
Please list the price range of merchandise/services that will be sold or promoted at the event (if applicable, attach menu or catalog):\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Office and Cell phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Office and Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Short Bio about your company: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

What will be offered at your fair table? \_\_\_\_\_

\_\_\_\_\_



## **VENDOR AGREEMENT**

### **All 2013 Participating Companies Must Read and Sign the Following:**

- 1. Payment/Cancellation Policy:** Payment in full is required to register as a vendor at CREW's Back to School Blast. Payment must be received no later than September 9, 2013. All cancellation requests must be made in writing. No refunds will be given.
- 2. Space Assignments:** A booth space consists of approximately one or more 8'x8' areas. Tents will be permitted. Booth assignments will be made only after payment is received and will be made in the sole and absolute discretion of Management and based on space requirements, products to be exhibited and with consideration of the requested primary or secondary space. All table and exhibit materials must fit within the dimensions of the allocated space, obstruction of walkways or general views of the event or other exhibiting companies will not be allowed. Any plans for specially built displays must be submitted to CREW ("Management") for approval.
- 3. Vendor Operation:** All food vendors must be open and staffed during the hours of the CREW's Back to School Blast. Management reserves the right to restrict exhibit noise level and to determine suitable methods of operation and display of materials. Vendors agree that Management may relocate Vendor to another space if necessary, in the sole and absolute discretion of Management.
- 4. Products and Exhibits:** No product bearing the CREW's Back to School Blast name, logo, or reference to such may be sold or distributed without written permission from CREW's Back to School Blast. Management reserves the right, in its sole and absolute discretion, to restrict the sale or display of any item which is deemed objectionable. If, for any reason, an exhibitor, exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. Should such an eviction or restriction be enforced, Management shall not be held liable for refunding of rental fees or funds for exhibition rental. Products being sold must be new and of first quality.
- 5. Management & Dismantling:** Management reserves the right should any rented Vendor's space remain unoccupied on during the event or should any space be forfeited due to failure to make payment, to rent said space to any other Vendor or use said space in any other manner, but this clause shall not be construed as affecting the obligation of Vendor to pay the full amount specified in this invoice for space rental should Management not re-let the space. Vendor shall be solely responsible at its own expense, for installing and dismantling its booth. Vendor shall repair any such damage caused by such dismantling and return the space in the same condition as received.
- 6. Fire, Safety & Health Regulations:** Vendors agree to comply with local, city and state laws, ordinances and regulations including, but in no way limited to, all applicable federal, state and local codes and regulations relating to the preparation and service of food products, as well as any and all regulations set forth by the Management covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Vendors shall take all necessary fire precautions.
- 7. Sub-letting of Space:** Vendor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials for firms other than its own in the exhibit space without written consent from Management.
- 8. Indemnification/Release:** Management will take reasonable precautions to safeguard Vendor's property during event hours. However, Management will not be liable for loss or damage to the property from theft, fire, accident, or any other cause. By initialing below, Vendor agrees to indemnify, protect, defend and hold harmless Choices, LLC or CREW's Back to School Blast, its officers, directors, and organizers, owners, and agents, representatives, or employees of the above from and against any and all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, any act, omission or neglect of Vendor, its agents, contractors, employees or invitees, and out of any Default or Breach by Vendor in the performance in a timely manner of any obligation on Vendor's part to be performed under this agreement. In addition, the Vendor expressly releases the aforementioned from all claims for loss, damage or injury arising from any cause whatsoever.

**VENDOR INITIALS:**

**Choices, LLC (VENDOR AGREEMENT)**

PO Box 26116

Richmond, VA 23260

# SPECIAL EVENTS VENDOR APPLICATION

## VENDOR AGREEMENT CONTINUED

**9. Inability to Perform:** If Management should elect not to, or be prevented from, holding CREW's Back to School Blast or if it cannot permit Vendor to occupy Vendor's assigned space due to circumstances beyond its control, including but not limited to; strike, civil disobedience and acts of God, Management will refund to Vendor the amount of rental paid, less a proportionate share of CREW's Back to School Blast expenses, and Management shall have no further obligation or liability to Vendor. In the event Management is prevented from holding CREW's Back to School Blast and Vendor shall have made no payment, Vendor nevertheless shall be obligated to pay his share of the expenses. The right to cancel or terminate CREW's Back to School Blast, in whole or in part, shall be in the sole and exclusive discretion of Management.

**\*\*10. Rules and Regulations:** Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations as it shall consider necessary for the proper conduct of the Festival.

**11. No Animals Allowed:** No animals are allowed at CREW's Back to School Blast with the exception of pets for visual impairments.

**12. Business License:** County of Henrico requires that all vendors conducting business in Henrico maintain a Henrico business license and a State of Virginia business license. Vendors who do not already have this in their possession must obtain a temporary special events business license. It is the sole responsibility of the vendor to obtain the necessary licenses and/or permits. No vendor will be permitted to exhibit without prior arrangements for business license issuance. **Please include a copy of your license with your paperwork.**

**13. Inclement Weather:** In the event of inclement weather, this agreement may be terminated by Management only. Tenant shall have no right to terminate this Agreement based on inclement weather. In the event Management determines, in its sole and absolute discretion, that the prevailing weather conditions either make, or are likely to make, continuation of the event impractical, Management shall have the sole and absolute right to terminate this agreement.

**14. No Guarantee of Results:** CREW's Back to School Blast does not warrant or guarantee any particular results from exhibiting in CREW's Back to School Blast nor does it guarantee any particular number of attendees or exhibitors. By completing this contract we agree to exhibit our products/services at the 2013 CREW's Back to School Blast and to abide by the rules, regulations and conditions governing the Expo as stated above.

Our organization/company agrees to conduct business in a professional manner. As this is a school event, we agree to provide information/services/giveaways that are appropriate for children. In the event of any unorthodox behavior on our part, we agree to depart from the event as requested without any refund(s) of vendor fees and this contract will be null and void.

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Company title \_\_\_\_\_ Signature \_\_\_\_\_

Authorized Manager's Name & Signature (if required) \_\_\_\_\_

Title and phone number \_\_\_\_\_

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**DATE APPLICATION RECEIVED** \_\_\_\_\_ **RECEIVED BY** \_\_\_\_\_

**FEE RECEIVED** \_\_\_\_\_ **FORM OF PAYMENT** \_\_\_\_\_ **CHECK NUMBER** \_\_\_\_\_

**VENDOR APPROVED BY** \_\_\_\_\_ **VENDOR DENIED/REASON** \_\_\_\_\_

**POST EVENT NOTES: WOULD APPROVE VENDOR'S RETURN TO NEXT YEAR'S EVENT/WHY** \_\_\_\_\_

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