



804-986-2902

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www.smokeandvinefestival.com

Vendor Agreement

This Vendor Agreement is by and between **Presenter** Funkmotor Entertainment and

Vendor _____

Vendor Contact Information _____

Vendor Type _____

Vendor _____

will be provided with a promotional and sales space in exchange for a fee of (please select the applicable option):

☐ Specialty Vendor – \$300
Specialty vendors include clothing, accessories, gifts, and specialty items, and cannot sell food items. Every non-food/merchant vendor may need to provide proof of proper insurance and must meet the requirements of the Commissioner of the Revenue's office and Fire Marshall including obtaining any licenses/permits required. If the vendor space is only intended for promotional displays versus the sale of merchandise, this is not required.

☐ Food Vendor – \$700
Food vendors include the sale of any food item. Every food vendor must provide proof of proper insurance and meet the requirements of the Health Department and Fire Marshall.

This Vendor Agreement is for the following event:

Smoke & Vine Festival 2024

Location: The Training Center – 2401 W. Leigh Street, Richmond, VA 23220

Date: July 20, 2024 **Time:** 4:00 – 10:00 p.m.

Setup time for the event is at 10:00 a.m. After setup, all vehicles must be moved to the public parking area with the exception of food truck vendors. Breakdown and removal of facilities begins at 9:00 p.m. You will be required to leave a credit card on file. Additional fees will be charged if any trash is left at your station. **For safety reasons, vendors will not be allowed to setup once the doors have opened. Your vendor fee will not be refunded. Absolutely no exceptions!**

EXTRA SERVICES: Funkmotor Entertainment is not obligated to provide electrical service, tables, chairs, tents, or lighting. Funkmotor Entertainment is not affiliated with the vendor listed or liable for any merchandise sold.

CANCELLATION: In the event of inclement weather, an alternative date will be set upon approval by the hosting facility. If you are unable to be vend on the alternative date, your vendor fee will be refunded.

Vendor agrees to the terms of this Agreement inclusive of all applicable laws, statutes, ordinances, rules, and regulations of the Commonwealth of Virginia. By signing this agreement, you agree to setup and maintain your booth in a professional manner. Vendor agrees to assume all risks arising from or relating to its participation at said event.

SIGNATURES:

Presenter

Date

Vendor

Date

Please fill out and submit your completed form to info@smokeandvinefestival.com.