



Thank you for your interest in the 4th Soul Vegan Block Party!

What: Soul Vegan Block Party

Where: Abner Clay Park

119 W Leigh Street, Richmond, VA 23220

When: Saturday, September 7, 2024 from 12 - 6 pm

Please read the TERMS AND CONDITIONS.

MISSION:

The Soul Vegan Block Party's mission is to introduce and promote a healthy and ethically conscious plant-based lifestyle in a positive environment to all people regardless of race, gender, age, or sexual orientation with a dedicated outreach to communities of color.

This event is non-discriminatory, inclusive, and celebrates diversity.

VENDOR/PRODUCT ELIGIBILITY:

All products, to include but not limited to food, clothing, cosmetics, etc, MUST be 100% free of animal products, by-products, animal testing, and animal cruelty. This means the product sold is free of the following: meat, dairy (including milk proteins, cheese, yogurt, butter, sour cream, etc.), goat's milk, eggs, honey, beeswax, gelatin, leather, wool, fur, etc and must not be tested on animals. Event organizers reserve the right to refuse vendor applications if it violates these requirements.

All products must comply with state, county, and city regulations.

All vendors distributing any consumable products (including but not limited to food, drink, dessert) must abide by Virginia Department of Health (VDH) and/or Virginia Department of Agriculture and Consumer Services (VDACS) guidelines and must have permits for such distribution. Local and out-of-state food vendors/exhibitors without a currently valid VDH/VDACS permit will need to apply for a [Temporary Food Establishment permit](https://www.vdh.virginia.gov/content/uploads/sites/20/2017/02/Temporary-Food-Establishment-Applcation-1.pdf) and can do so at <https://www.vdh.virginia.gov/content/uploads/sites/20/2017/02/Temporary-Food-Establishment-Applcation-1.pdf>.

Hard copies of relevant inspections and certifications must be provided to the event organizers on or by August 16, 2024 since a list of participating vendors must be sent to the Department of

Finance and Virginia Health Department a minimum of fifteen (15) business days prior to the event date. Failure to submit the required documents on or by August 16, 2024 will result in failure to participate in the event, and vendor fees will not be refunded. Scanned copies emailed to adriaa@soulveganblockparty.com will also be accepted.

VENDOR PRICING

Application deadline: August 2, 2024

Single space (10'x10')	
Non-food vendor	\$150
Food vendor	\$150
*Double space (10'x20') / Foodtruck	\$200
Non-profit (501c3)	Please contact us
Commercial 10x10	\$300
Commercial 10x20	\$400

Please refer to the Eventhub page for sponsorship or email the event organizer at adriaa@soulveganblockparty.com for donations.

VENDOR APPLICATION:

The vendor application must be completed in its entirety to be considered. Application approval will be sent via email to the email address provided in the online application. The full vendor fee is due seven (7) calendar days after the vendor application has been approved. Fees will be paid online via the link provided. The application deadline and last payment opportunity is Friday, August 2, 2024.

Vendor applications are reviewed on a first come-first served basis, and there are limited spaces for each type of vendor. Vendors who fail to submit full payment seven (7) calendar days after the vendor application has been approved forfeit their spot and must reapply.

When completing the online application, all vendors* must submit all relevant licenses and certification including but not limited to their business license, tax ID number, liability insurance and most recent health inspection as applicable to their products.

*Food vendors **must** provide this information. Liability insurance must list Soul Vegan Block Party and City of Richmond as additional insured on the COI.

Applications will be reviewed by the event organizer to determine whether the products offered meet event eligibility requirements, product variety, and space availability. Acceptance and inclusion into the event is at the event organizer's discretion.

This event is not for profit and vendor fees are charged to offset associated event costs.

Once accepted into the event, **VENDOR FEES ARE NON-REFUNDABLE. ALL SALES ARE FINAL.**

FOOD VENDORS:

Food vendors will be asked to provide a proposed menu on the vendor application. The menu can also be emailed to adriea@soulveganblockparty.com. Please consider limiting your menu to two to five (2-5) of your most popular items. This will make for more efficient customer turnover.

Food vendors are responsible for supplying their own water for handwashing, cooking, warming trays, etc. Vendors CANNOT dump grease/oil or waste water in the grass or anywhere on the ground. You MUST have the proper means to dispose of grease/oil or waste water. If spillage occurs, the vendor will be fined a \$100.00 clean up fee.

VENDOR SPACE:

Vendor spaces are available in two sizes: 10' x 10' and 10' x 20'. All displays must be kept within the confines of the assigned space. Vendors will automatically receive a 10' x 10' space unless otherwise requested. Vendors wishing to increase their space size must notify the event organizer, via email, at least fourteen (14) days prior to the event. *Due to space limitations, there is no guarantee an increase in space will be approved. Vendors will be notified via email if the request has been approved.* All food trucks/concessions trailers fall into the 10' x 20' category. There are limited double spaces.

The safety and convenience of customers or vendors shall not be compromised in any way by a vendor's display.

Vendors must provide their own tent, tent weights, tables, chairs and display pieces. All equipment and materials must fit within your 10' x 10' or 10' x 20' space. To prevent wind related accidents, all vendors are required to weigh down their tents (weight guidelines: 25lb per leg, 50lb per umbrella). Options for tent, table, and chair rental can be found on the application.

The vendor's name, signage, and pricing must be clearly displayed at the stall at all times. All signage should be in lettering large enough to be easily read from a reasonable distance.

There is no access to electricity. If you require a generator, it must be under 65 decibels or less (UL rated, low frequency, low VOC).

Event organizers will assign spaces to vendors.

EVENT OPERATIONS:

Accepted vendors will be notified of event set-up and breakdown times the week prior to the event date. The event organizer, team members, and volunteers will be onsite to direct vendors to booth locations and to answer questions about set-up.

Food vendor set-up begins a minimum of four (4) hours prior to the event start time and must be ready for health inspections one (1) hour prior to event start time. Non-food and non-profit vendor set-up begins a minimum of three (3) hours prior to event start time.

Any vendor arriving late may not be permitted to set-up. This will be at the event organizers' discretion. If refused admittance, **VENDOR FEES WILL NOT BE REFUNDED. ALL SALES ARE FINAL.**

Vendors are asked to take sustainability into consideration when selecting materials and packaging for their products. No Styrofoam containers are permitted at the Abner Clay Park.

Any form of alcohol or alcoholic beverages are not permitted at the event. Soul Vegan Block Party does not have the permits nor the insurance to carry/serve/sell alcohol. Any vendor selling alcohol will be removed from the property and vendor fees will not be refunded.

No selling to the general public shall begin before the opening of the event, however vendors can sell to other vendors and event staff before and after the event. Vendors are required to stay the entirety of the event. Upon the closing of the event, vendors must begin packing up to leave the venue. All vendors must be off the premises within one (1) hour of the event closing.

Vendors are responsible for keeping their space clean and the space must be left in the same condition found. Any damage to the property will be charged to the vendor.

Vendors are required to stay for the entirety of the event. If during the event, a vendor sells out, for the safety of attendees, vendors, organizers, staff, and volunteers, vendors are not allowed to break down and leave during the event. Please come prepared to stay as breaking down your setup is disruptive to attendees and other vendors.

This event is rain or shine, and vendors should plan accordingly for inclement weather. If the event is canceled due to extreme inclement weather and/or other acts of God, **VENDOR FEES WILL NOT BE REFUNDED. ALL SALES ARE FINAL.** Event organizers will make an attempt to reschedule according to event location scheduling and availability, however, this is not guaranteed.

VENDOR SALES

It is the vendor's sole responsibility to collect and remit sales tax. Sales and taxes are the sole responsibility of the vendor.

LIABILITY

Insurance, to include liability and health, are the full responsibility of the vendor. **Vendors are required to provide a copy of the liability insurance policy and must list Soul Vegan Block Party and City of Richmond as additional insured on the COI.**

One-day event insurance is available at an affordable rate from:

[New Oak Insurance](http://newoakinsurance.com) at newoakinsurance.com

If any vendor chooses not to supply the event organizer with insurance, it is understood that the vendor does not have insurance and accepts FULL RESPONSIBILITY for any losses, damages, accidents, and/or potential legal action against you that may occur as a result of any gross negligence on the vendor's behalf.

Neither the Soul Vegan Block Party, event managers, organizers, staff, nor volunteers are liable for any losses or damages that may occur to vendors, vendor's staff, and vendor property that may arise from direct or indirect participation before, during, or after the event.

Any vendor completing and submitting a vendor application agrees to all the terms and conditions as outlined.