

*Dedicated to the preservation & improvement of Joseph Bryan Park*

**Friends of Bryan Park**  
**P.O. Box 15481**  
**Richmond, VA 23227-5481**  
[www.friendsofbryanpark.org](http://www.friendsofbryanpark.org)

**Joseph Bryan Park Centennial Celebration, 1910-2010**

*Dear Friends,*

*We hope you have heard that we and the City of Richmond's Department of Parks and Recreation are celebrating the 100th anniversary of Joseph Bryan Park this year.*

*We have some exciting events and activities scheduled to occur in Bryan Park this summer and fall, and are coordinating events with the Lakeside Business community.*

*The highlight of our Centennial Celebration will be a big public celebration on Saturday, September 25th, from noon to 6 pm, in Bryan Park. Working with the Parks and Recreation Department, we will have a band area, food vendors, crafts booths, and non-profit exhibitors. We will also have special children' activities, and will be burying a 100-year time capsule. We are hoping to draw 3,500-4,000 visitors that day.*

*We are currently inviting vendors, artists, and craftspeople to set up sales booths, and nonprofits to set up tables and displays, in a grassy, tree-shaded area near the music area. The following pages provide information on registration, modest fees, and describe the rules governing vendors, exhibitors and food sales. We sincerely hope you will want to join us, and encourage you to sign up early -- this entitles you to your choice of the best spots. For more information, please contact [vendorinfo@friendsofbryanpark.org](mailto:vendorinfo@friendsofbryanpark.org)*

*We are also looking for Centennial Celebration sponsors, at various funding support levels. This would provide your organization with a premium location at the festival, your name & logo prominently on promotional materials & the Centennial Celebration website, and allow you to place additional materials in the time capsule.*

*You can download our Sponsor Information PDF by using [this link](#). For more information, please contact [sponsorinfo@friendsofbryanpark.org](mailto:sponsorinfo@friendsofbryanpark.org)*

*Joseph Bryan Park is a beautiful National Register Historic site, and conveniently located north of the I-95/I-64/I-195 interchange, on Hermitage/ Lakeside Avenue . The event is free, and we hope you will join us If you have questions, please feel free to call 288-5005 or email [info@friendsofbryanpark.org](mailto:info@friendsofbryanpark.org).*

*Warmest Regards,*

*Rick Sinsabaugh  
Centennial Celebration Chairman  
c: 804-539-9190*

**Joseph Bryan Park Centennial Celebration  
Exhibitor Contract**

My organization requests exhibitor/vendor space at the Joseph Bryan Park Centennial Celebration, to be held on Saturday, September 25th, 2010, in Bryan Park in Richmond, Virginia, from noon to 6 pm, rain or shine !

**Registration fees for exhibitors:**

Food Vendor Fee \$ 100.00  
medium space (10'x12' space, more or less)

Craft Vendor: Fee: \$50  
medium space (10'x12' space, more or less)

Nonprofit / Educational Organization Fee: \$15  
small to medium space (6'-10'x10' space, more or less)

We encourage you to provide your own tent.

Total Amount Enclosed \$ \_\_\_\_\_

Make check payable to **Friends of Bryan Park**

In Memo section, please write: JBP CC (Joseph Bryan Park Centennial Celebration)

Mail check and Exhibitor Contract to **P.O. Box 15481, Richmond, VA 23227-5481**

PLEASE PRINT LEGIBLY

Organization Contact Person \_\_\_\_\_

(Please provide your organization's name exactly as you want it to appear in festival publicity)

Address City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Web Address (we will provide a link from the FoBP website) \_\_\_\_\_

How space will be used (Please specify what foods or goods will be sold, services offered, educational materials provided, etc.) \_\_\_\_\_

\_\_\_\_\_

*Note to All Vendors Please use only Environmentally–friendly serving and packaging products if possible (biodegradable food serving products; paper bags yes & plastic bags no, reduce paper use for hand-outs, etc.) we will recycle all bottles, cans, etc and compost all compostable materials !*

By signing below, I certify that I have read the Rules Governing Vendors & Exhibitors, and will abide by this Vendor & Exhibitor Contract

Printed Name: \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please read carefully. These rules are part of the exhibitor contract.

1. Show and sale license: FoBP will purchase a show and sale license for JBPC from the City of Richmond that exempts exhibitors from purchasing a separate vendor's permit or business license for this festival.
2. Setup Instructions: Exhibitors must allow adequate time to set up their booths. **All exhibitors must be set up and ready for visitors by 12:00 AM.** When you arrive at Bryan Park, a volunteer will have you sign in, direct you to your designated space, and answer any questions that you may have. **Exhibitors are expected to stay the entire duration of the festival (12:00AM to 6 PM) with a functioning exhibit.**
3. Parking: Free parking will be available at Bryan Park. During setup hours, until completion of *the event*, you will be able to park your vehicle temporarily by your booth to unload. All exhibitors must remove their cars from the festival area before 11:30 AM and park in the designated exhibitor parking area. Vehicles will not be allowed back into the festival area until after 6 p.m.
4. Electricity: Electricity will not be available to exhibitors.
5. Signage: All exhibitors must have adequate signage clearly identifying the name of their business or organization. Exhibitors distributing food must include the name of the food they are serving, and prices.
6. Table Coverings and Canopies: All tables must have coverings, such as tablecloths. You must supply your own table coverings. You may bring your own tent for use.
7. Your Space: Exhibitors must keep the areas around their booths clean. Exhibitor spaces must be surrendered in the same condition in which they were when received. Festival coordinators will provide garbage cans and recycling bins. In case of damage, exhibitors will pay such claims as are necessary to restore such spaces to their original conditions.
8. JBPC Cancellation: If any contingency interrupts or prevents the holding of the Joseph Bryan Park Centennial Celebration, including but not limited to inclement weather or other acts of nature, festival coordinators shall in no way be liable to exhibitors. Vendor & exhibitor registration fees cannot be refunded if the festival is interrupted or canceled since the fees are disbursed before the festival for operating licenses, permits, park rental fees and liability insurance required by the City of Richmond and for equipment rentals, festival supplies, and festival promotion.
9. Recyclable/Recycled/Reusable/Biodegradable Products: In an attempt to maintain the beauty of Bryan Park and to protect our environment, we strongly encourage the use of recyclable, recycled, reusable, and biodegradable serving or packaging products. We will be happy to offer suggestions in regards to such products.
10. Water: Vendors are encouraged to bring their own water for all food prep and Dept of Health requirements.
11. **Vendors will be charged a \$35 fee for returned checks.**
12. Limitation of Liability: Vendors & exhibitors agree to make no claim for any reason against Friends of Bryan Park and/or the JBPC coordinators AND the City of Richmond for loss, theft, damage, or destruction of goods, nor for any injury to themselves, their employees or volunteers, or visitors incurred at the Centennial Celebration. Vendors & exhibitors agree to indemnify Friends of Bryan Park, the JBPC coordinators, AND the City of Richmond against litigation and hold them harmless for any liability arising out of the vendors & exhibitors' participation in the Centennial Celebration. Vendors & exhibitors agree to accept full responsibility for any such loss, theft, damage, destruction of goods, or injury caused or experienced by the vendor and/or exhibitor.

**Sign Here** \_\_\_\_\_

Your signature indicates that you and your business or organization will abide by these rules.