



# PARTY ON THE AVENUES

October 13, 2024



## Craft/Artisan Application

**Party on the Avenues** is an annual festival celebrating all the great shopping, food, and charm of the Westhampton neighborhood. The event is in the heart of Westhampton on Libbie Avenue from Patterson to Guthrie. Great food, craft beverages, local vendors & fun, family-friendly entertainment round out an amazing afternoon on the Avenues.

Funds raised through this event support capital projects, beautification, and support of small businesses within the Westhampton district. We are delighted to invite you to participate in our event this year.

### **Craft Artisan Fee: \$100**

### **As a participating vendor, you will receive:**

- 10' x 10' space or 10' x 20' space
- Listing on our website
- Promotion on our social media outlets

### ***We are unable to provide the following:***

- Power (silent generators **ONLY** will be permitted)
- Running water

### **As a participating vendor, you agree to provide:**

- If you are selling food, you must display appropriate health department license.
  - if you are serving/selling food, you must acquire a COI naming Westhampton Merchants Association as additionally insured.
- Provide a list of items you will sell your official business name for the website and other promotions.
- Your own signage for your space at the event
- Your own tent(s), table(s), and chair(s) (unless rented through us)

**Party on the Avenues Craft/Artisan Participation Form**

**OFFICIAL VENDOR NAME:**

\_\_\_\_\_

(Please write clearly)

**CONTACT NAME:**

\_\_\_\_\_

**PHONE YOU WILL ANSWER:**

\_\_\_\_\_

**EMAIL ADDRESS:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**WEBSITE:**

\_\_\_\_\_

**PRODUCT (s):** \_\_\_\_\_  
\_\_\_\_\_

**PLACEMENT PREFERECE**

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

**SPACE SIZE: 10x10 OR 10x20**

**TENT RENTAL FEES: \$85 (10X10) \_\_\_\_\_**  
**\$170 (10X20) \_\_\_\_\_**

**\*\*\*Please note, tent rental includes weights. This for safety and required.**

**\*\*\*If you provide your own tent, it must be weighted.**

**ADDITIONAL RENTALS: cost per item**

**WEIGHT (\$15) \_\_\_\_\_**

**TABLE (\$10) \_\_\_\_\_**

**CHAIR (\$5) \_\_\_\_\_**

**GRAND TOTAL: \_\_\_\_\_**

**Please initial each item:**

\_\_\_\_\_ I understand that Party on the Avenues will determine my booth location

\_\_\_\_\_ I understand that no rentals are included in my booth space unless specified

\_\_\_\_\_ I understand that the festival does not carry insurance to cover my personal property and that I store and display my products and belongings at my own risk

\_\_\_\_\_ I understand that, as an independent contractor, I will be responsible for reporting sales tax directly to the Commonwealth of Virginia and City of Richmond

\_\_\_\_\_ I understand that the festival makes no sales guarantees

\_\_\_\_\_ I understand that there is no electrical power or running water are available on site

\_\_\_\_\_ I understand that if I use a generator it needs to be a quiet or silent one

\_\_\_\_\_ I understand that load in times and details as well as a map will be shared closer to the event

\_\_\_\_\_ I understand that I may not park near my tent set up and must find street parking elsewhere

\_\_\_\_\_ I understand that I may not load in until 8am

\_\_\_\_\_ I understand that I may not load out until the event ends at 6pm and the police have cleared the public

\_\_\_\_\_ I understand that the roads will open back up at 8pm and all my materials will be removed by then

\_\_\_\_\_ I understand that my space needs to be cleared of all trash and left in the condition in which it was found

\_\_\_\_\_ I understand Party on the Avenues is the coolest event ever (just checking that you are still reading)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To reserve your space at Party on the Avenues please complete the above application and mail or email the form to [westhamptonrva@gmail.com](mailto:westhamptonrva@gmail.com) by August 24, 2024

**Payment Options:**

- Check enclosed, Payable to Westhampton Merchants Association
- Please send me an invoice
- Pay via Square (Service fee will be applied)
- Pay via QR Code

**Contact Information:**

- Email: [Westhamptonrva@gmail.com](mailto:Westhamptonrva@gmail.com)
- Mail checks: P.O. Box 18381, Richmond, VA 23226

To receive more information, please contact  
**Westhampton Merchants Association**  
at [westhamptonrva@gmail.com](mailto:westhamptonrva@gmail.com)

