



**Come and Play 2016 Vendor Application**

November 20, 2016

Verizon Wireless Arena at the Stuart C. Siegel Center

1200 West Broad Street

Richmond, VA 23284

*All applications must be received October 15, 2016*

**Please Print All Information**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Participant Fees:** \$50.00

Mail completed application and payment to:

Suzanne Mallory-Parker, Community Partnerships Manager

Richmond Symphony

612 East Grace Street, Suite 401

Richmond, VA 23219

**Office:** 804.788.4717 x 141 **email:** [smparker@richmondsymphony.com](mailto:smparker@richmondsymphony.com) **Mobile:** 804.912.3191

**FAX:** 804.788.1541

*Make checks payable to: Richmond Symphony Orchestra*

Fees include an appropriate space for vendors for Sunday, November 20<sup>th</sup>. Tables and chairs will be provided. Vendor will supply all materials for setup, display and/or demonstration. Vendors will forfeit space if payment is not received by October 15, 2016.

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

**Come and Play 2016  
Additional Information**

**Date:** November 20, 2016

**Location:** Verizon Wireless Arena at the Stuart C. Siegel Center  
1200 West Broad Street  
Richmond, VA 23284

**Hours:** Arrive at 12:00 pm; begin tearing down at 6 pm.

**Parking:** Parking is available at the West Broad Street Deck, 1111 West Broad Street, parking fees are paid upon entry.

**Unload:** All vendors are asked to unload in the parking lot next to Siegel Center.

**Check In:** Please check in at the Vendor Check in Table upon arrival; you will receive your both assignment and placement.

**Inclement Weather:** The event will be held rain or shine. Refunds will not be issued for inclement weather.

**Set-Up:** Vendors must provide their own table/chairs.

**Booth Clean-up/Trash Removal:** Booths must be set up and operational for during the event hours listed above. Vendors are asked to keep their area neat and remove all trash upon the end of the event.

**Cancellations:** Any cancellations must be submitted in writing no later than November 6, 2016 to [smparker@richmondsymphony.com](mailto:smparker@richmondsymphony.com).

All vendors are responsible for the security of their own property and belongings. We are not responsible for any losses in sales or inventory due to weather or other incidents. No pets on property are allowed.

Please help us by sharing Come and Play 2016 with your connections through social media, and other forms of communications.

For additional information, please contact Suzanne Mallory-Parker at 804.788.4717 x 141 or email: [smparker@richmondsymphony.com](mailto:smparker@richmondsymphony.com) or mobile: 804.912.2131