



45th ANNUAL



October 5-8, 2023

Dear Arts & Crafts Exhibitor:

It is with much enthusiasm that we extend to you an invitation to exhibit in the 45th Annual Suffolk Peanut Fest. Exhibitors are an important part of the festival, and your participation is valued. Please read this letter and all the enclosed information carefully. The following information is provided for your review:

- 1. Exhibitor Information**
- 2. Application**
- 3. Business License Form**

The application deadline is August 31, 2023. Applications are reviewed and placement is determined by the Committee. Previous participation, as well as diversity in exhibit items, is considered in the selection process. If your application is not accepted, payment is returned. All approved applicants receive notification. Applicants who withdraw after September 15, 2023, forfeit all entry fees. A \$35 fee is charged for returned checks.

All crafts must be handmade. Should any item(s) be deemed not handmade, you will be asked to remove the item from the display. Because of health department regulations, arts and crafts exhibitors are not allowed to sell food items (unless approved by health department i.e. jams, jelly, etc), and animals are not allowed on site. Exhibitors must provide their own display equipment including tables and chairs. You are encouraged to bring tarps for your displays to protect them from moisture that may occur in the tent.

All exhibitors must have sufficient help to operate their displays, and booths must be attended at all times during festival hours of operation. Although Suffolk Police will be on site 24 hours each day, exhibitors are responsible for their own exhibits. Suffolk Peanut Fest assumes no liability.

We look forward to your early response. Should you have any questions regarding the application process, contact the Festival Office at 757-539-6751. Our office is located at 440 Market St., Suffolk. The festival site is 1410 Airport Road.

Sincerely,

Kate Rawls

Kate Rawls
Arts & Crafts Coordinator
Suffolk Peanut Fest

**SUFFOLK FESTIVALS, INC. | P.O. BOX 1852
SUFFOLK, VIRGINIA 23434
757.539.6751 | Info@Suffolkfest.org
SuffolkPeanutFest.com**



HOURS OF OPERATION

Thursday, October 5 4pm-10pm
Friday, October 6 10am-10pm
Saturday, October 7 10am-10pm
Sunday, October 8 10am-7pm

All exhibits must remain intact until closing time 7:00pm on Sunday. Exhibitors must have sufficient help to operate their displays, and exhibits must be attended at all times during festival hours of operation. Should an emergency arise where a vendor must leave, the breakdown of the display can only be done before or after festival hours. No refund of deposit will be made if you leave early.

SITE SET UP Arts and Crafts exhibitors must check in at the Information Booth to receive space assignments and vendor passes. Set-up times are designated between noon and 6:00pm on Wednesday and between 10:00am and 6:00pm on Thursday. Exhibitors must provide their own display equipment including tables and chairs.

VEHICLES used for set-up purposes must clear the midway/tent area no later than 3:00pm on Thursday and must be parked in designated parking areas.

SPACE LIMITATIONS Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space.

PARKING & PERSONNEL Exhibitor are allowed access their site location each day to service/replenish their exhibit until 9:00am each day. Exhibitors are responsible for reviewing with all persons assisting with their exhibits the rules, regulation and requirements of exhibiting during the festival.

TENT FLOORING The floor of the tent is paved with asphalt.

ELECTRICAL SERVICES Electricity is provided and tent areas are well lighted by mercury vapor lights. For each 10 x 10' booth space, exhibitors have access to one-half of one 110v duplex receptacle. If you need more amperage, notify the festival office of the appliances and the amperage needed. If there is not sufficient current available, it can be provided at your expense. Suffolk Festivals does not provide extension cords. If you need extension, use only heavy-duty, commercial-grade cords of at least 75 ft. in length. No more than one tri-tap extension is allowed.

FIRE DEPARTMENT Electric heaters are not allowed in any tent and combustible materials including straw or hay cannot be used in your display. Open flames, i.e., candles torches, etc., are prohibited without prior approval from the festival office and the Suffolk Fire Department. Fire lanes must be maintained in accordance with Fire Department requirements.

EMERGENCY PLAN A copy of our emergency plan is available upon request. Should an emergency arise someone from the Peanut Fest committee will direct you to an exit with instructions depending on the nature of the emergency.

FESTIVAL LOGO Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals, Inc.

T-SHIRT, SWEAT SHIRT & HATS SALES Commercially produced tee-shirts, sweat shirts, hats and other garments using the festival logos strictly prohibited.

PETS & ANIMALS Because of health regulations, animals are not allowed on site during the festival.

BICYCLES & MORE Bicycles, skateboards, ATVs and radios are not allowed on festival grounds. The use of golf cart-type vehicles is prohibited without prior authorization from the festival office. Suffolk Festivals assumes no liability for loss damage or injury caused by the use of such vehicular equipment.

CLEAN-UP Exhibitors are required to leave their area clean after displays are removed.



ARTS & CRAFTS EXHIBITOR APPLICATION

Deadline: August 31, 2023

Name: _____

Contact Name: _____

Street Address: _____ City, State & Zip: _____

Cell Phone: _____ Work Phone: _____

Email: _____ Contact Name: _____

- 1. Do you own a storefront business or shop where you sell your products on a daily basis? Yes No
- 2. Fee for space is \$125 for a 10'x10' space within tent. Corner fee is \$25.
Outside spaces: \$150 for a 10'x10' space or \$275 for a 20'x20' space.
- 3. Describe all items to be displayed. The review committee reserves the right to disallow sale of any items not listed. Should any item(s) be deemed not handmade, you will be asked to remove the item from the display. All items must be handmade.

- 4. List experience in previous Suffolk Peanut Fests of other festivals.

- 5. Attach/include three current photographs of your exhibit. One photograph should focus on your overall display.

Number of INSIDE (10'x10') spaces requested: _____ X \$125 = \$ _____

Number of OUTSIDE (10'x10') spaces requested: _____ X \$150 = \$ _____

Number of OUTSIDE (20'x20') spaces requested: _____ X \$275 = \$ _____

Plus additional \$25 for premium corner booth (if applicable) _____ \$ _____

TOTAL \$ _____

READ, SIGN & REMIT

Submit payment to Suffolk Festivals, Inc., P.O. Box 1852, Suffolk, Virginia 23439-1852 together with all required application pages. A fee will be charged for any returned checks. Absolutely no refunds for withdrawal for any reason after September 15, 2023.

I have read fully the contents of the Arts & Craft Exhibitor Application package and will abide by all rules and regulations including, but not limited to, the Application, Exhibitor information, Certificate of Participation. By signing below, I also agree to review with all co-workers the full content of this information package to insure that all rules and regulations are adhered to by all involved with my exhibit.



Signature & Date

CERTIFICATE OF PARTICIPATION *I/we do guarantee to indemnify and save harmless Suffolk Festivals, Inc. and the City of Suffolk as their interest may appear from any liability it may incur as a result of my/our participation in the Suffolk Peanut Fest activity which is scheduled to be held in the City of Suffolk, Virginia. This statement is given in the event my/our actions in the participation of the above mentioned should cause any liability to Suffolk Festivals, Inc. and the City of Suffolk.*

My signature on this application confirms that I have read and fully understand the contents of this application package and will abide by all rules and regulations including this Certification of Participation. I further agree to discuss and instruct all co-workers about the entire contents of this information package to insure that all rules and regulations are understood and followed.



Signature & Date

BUSINESS LICENSE The City of Suffolk has made available for purchase an Umbrella Business License that will cover all Suffolk Peanut Fest Vendors conducting on-site sales during the 2023 Peanut Fest. This Umbrella Business License will allow Peanut Fest to offer the Business License to our vendors at a reduced fee of \$15. Vendors who are in need of this coverage please complete the form below and return to the festival office with your \$15 fee to be covered. Make Check Payable to Suffolk Festivals, Inc.

BUSINESS LICENSE UMBRELLA COVERAGE

Company Name: _____ Contact Name: _____

Street Address: _____ City, State, Zip: _____

Telephone: _____ Email: _____

BUSINESS LICENSE EXEMPTION VERIFICATION If you are a tax-exempt organization, a business not requesting "on-site" sales, or you already have a license on file with the City of Suffolk, you must complete and return this section with your application. This document will alert the Exhibits Review Committee that you will not need to pay the additional fee to be covered under our Umbrella Business License.

Company Name: _____ Contact Name: _____

Street Address: _____ City, State, Zip: _____

Telephone: _____ Reason for Exemption: _____



Signature & Date